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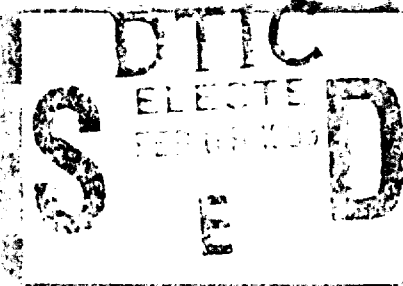
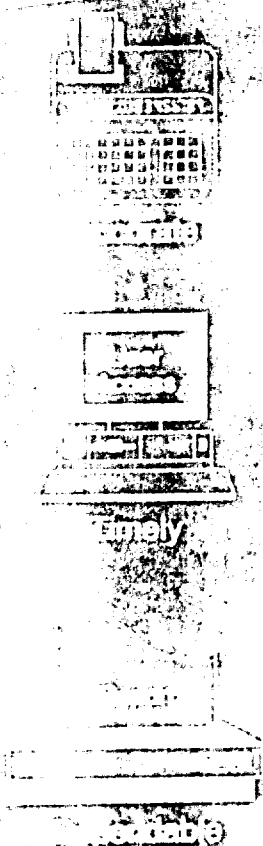
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VENDOR INFORMATION SYSTEM (VIS) USER'S MANUAL

by
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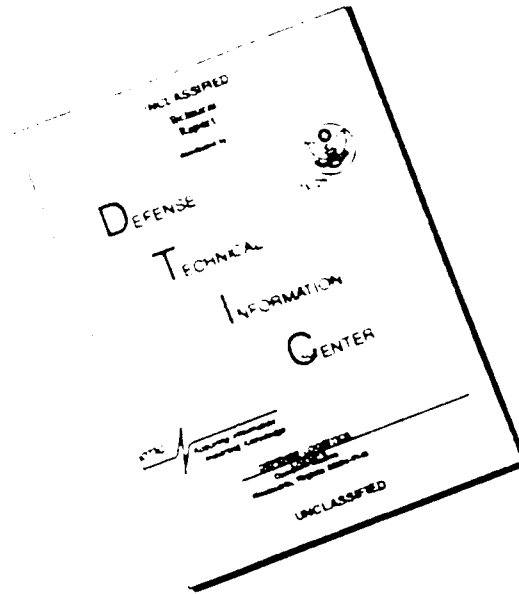
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| 13. ABSTRACT (Maximum 200 words) This manual provides the necessary documentation for the end users of the Vendor Information System (VIS). The manual contains introductory information on getting started in VIS; provides detailed instructions for operating all screens available through the menu; and includes helpful information such as function key descriptions and a glossary of terms. | | | | |
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PREFACE

The information for this manual was compiled at the US Army Engineer Waterways Experiment Station (WES) by Monique F. Harrison and Patti S. Duett, Systems Modernization Unit (SMU), Computer Science Division (CSD), Information Technology Laboratory (ITL). Mrs. Barbara Comes was Chief of SMU, Dr. Windell Ingram was Chief of CSD, and Dr. N. Radhakrishnan was Director of ITL. Mr. Elvin E. McFerrin was Chief of the Finance and Accounting Branch, and Mr. Wayne J. Sutter was Chief of the Resource Management Office.

At the time of publication of this report, Director of WES was Dr. Robert W. Whalin. Commander was COL Leonard G. Hassell, EN.

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1. INTRODUCTION

1.1 Background

The Vendor Information System (VIS) is a collection of approximately 75 programs using the ORACLE Relational Data Base Management System (RDBMS). VIS evolved from the F&A Program Initiative of 1987 for Office Automation and was developed as part of the Waterways Experiment Station (WES) Corporate Data Base (CDB) initiative.

VIS is primarily designed to facilitate transaction processing activities in the Resource Management Office (RMO) and Logistics organizational entities at WES. It interfaces with several other standard data processing programs at WES such as COEMIS FA and IATS.

1.2 Purpose

VIS is designed to provide personnel in the RMO and Logistics organizations transaction input, tracking, and reporting on F&A activities against obligations incurred at WES. VIS starts with the input of obligation transactions and terminates with the disbursement of funds against expenditures recorded against these obligations.

VIS is designed to make the input of these transactions more efficient while providing a central repository in terms of a data base for tracking these transactions and local report generation.

1.3 Features

VIS provides an interactive capability to input transactions while providing for on-line edits and checks of input data to ensure transaction integrity. F&A activities are tracked from obligation through disbursement.

Because VIS uses the ORACLE RDBMS, the system is guaranteed with those functions associated with a RDBMS. These functions include read consistency, transaction concurrence, integrity checking (insofar as it is implemented by the RDBMS), and protection against either software or hardware failure during its operation.

Security features are implemented for VIS to prevent unauthorized tampering with the data base itself or input of transaction information. An audit trail is maintained for all transactions input to the VIS data base. Access to VIS is restricted to functional roles that users may "play" during a VIS session. This is in addition to the normal userid/password protection afforded by most systems. Users may play multiple roles, but access to programs within VIS is predetermined by the role the user assumes in a particular session, thus

limiting user functionality with respect to the data base. Refer to **Appendix A** for a listing of the available roles and their descriptions.

Another principle feature of VIS is that it permits the input and tracking of Revolving Fund obligations. In this sense VIS standardizes the processing of all obligations at WES.

1.4 Requirements

VIS resides on the Control Data CD4680 computer at WES. To use VIS you will need certain hardware and software.

Hardware:

An IBM compatible personal computer with 640K RAM and 2.5 MEG of available hard disk space; An Ethernet card (appropriate for your type of PC) and cabling connection to the network or a modem to dial up the network.

Software:

FTP Software Inc. Transport Control Protocol/Internet Protocol (TCP/IP) kernel.; VistaCOM version 5.2(30).

1.5 Access

VIS resides on the CD4680 computer system. Entry into the system is possible via remote terminals using the WES network or a dial-up modem.

Before you can get started in VIS, you must be assigned a userid and two passwords (one for the system and one for VIS). Without these you will be unable to logon to the system or to VIS. You can apply for these by contacting the Customer Assistance Center (CAC).

1.6 VIS Logon Procedure

When you connect to the system, you will see the following message:

EP/IX (CPC41)

login:

Key in your system Userid and press return.

Password:

Key in your system Password and press return.

Once you are connected to the system, you will see the Welcome Screen and the system prompt.

1.7 Getting Started in VIS

To access VIS, key in VIS and press return.

userid =

Key in your userid and press return.

password =

Key in your password and press return.

1.8 VIS Menus

If you have authority to use more than one role in VIS, the first screen you will see after successful logon is a menu of permitted roles (VMREC). The menu will be similar to the one shown below, but may have as few as two selections. Key in the role or tab down to the role you wish to play during this session and press *Next Field*.

| V I S | |
|-----------|----------------------|
| 10-JUL-92 | SELECT VIS ROLE |
| UNREC | |
| ==> | ADMINISTRATION |
| D | DISBURSING |
| E | EXAMINATION |
| O | OBLIGATE FUNDS |
| R | PROCESS EXPENDITURES |
| S | SYSTEMS ACCOUNTING |
| U | VIEW VIS INFORMATION |

User: J4XXTEST Current Role: UNSPECIFIED

Please enter a role code and press SELECT ROLE (NEXT FIELD):]
Enter a valid role code or use NEXT ROLE and PREVIOUS ROLE to
point to the desired role. Enter an (X) to exit VIS.

Char Mode: Replace Page 1
Exit: ALT-F10

If you have authority to use only one role, the first screen you will see after successful logon is the main menu for that role (VIS). For example, if you were authorized to assume the Administration role, the screen you would see is shown below.

```

      U I S
10-JUL-92 |  VENDOR INFORMATION SYSTEM - MAIN MENU  |  VIS
-----
Menu Options:
12.  MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE
17.  LOAD OBLIGATION HISTORICAL DATA
18.  LOAD EXPENDITURE HISTORICAL DATA
-----
UIS UserID J4XXTEST  Role JADMIN
-----
Please enter an option and press SELECT OPTION (NEXT FIELD):
Enter a menu option, screen code, (P) for previous menu, or (ROLE)
to go directly to the role selection screen to change roles.
-----
Char Mode: Replace  Page 1                      Count: 00
Exit: ALT-F10

```

Menu options shown may be specific programs or an entry into the menu hierarchy. For either case to gain access to a specific program, you must either key in the screen code or navigate through the menu to the screen desired and press *Next Field*. If you enter a screen code that is nonexistent or which you are not permitted access, VIS will display an error message and request you to retry the entry. Entering 'P' for previous menu or 'ROLE' for role selection will take you to the previous menu or role selection menu, respectively, if this is a valid option; else an error message will be displayed, and you will be requested to retry your entry.

1.9 Function Keys

For each VIS screen, there is an associated set of available function keys. To see which function keys are assigned for each field or screen press *Show Function Keys*. This key can be pressed at any field and will pull up a list of the function keys available.

Refer to **Appendix B** for a listing of the available function keys when executing VIS.

1.i0 Commit

The word "commit" can generate some confusion when placed in overall context of the language of VIS. To F&A, it means to reserve funds for later obligation and expenditure. To ORACLE, it means to "permanently save". One of the messages generated by ORACLE says:

Do you want to commit the changes you have made?

In other words, it is asking you to decide whether or not to permanently save information to the data base.

2. VIS HIERARCHIES

2.1 Administration (M)

- Modify Contract/Vendor/Commitment/Workcode (MVIS)
- Load Historical Obligation Data (V50)
- Load Historical Expenditure Data (V51)

2.2 Disbursing (D)

- Review Scheduled Payments (V26)
- Cancel Disbursement (V25)
- Reports (R0)
 - Obligations By Adpwc (V4)
 - Obligations and Expenditures (V5)
 - Expenditure Information (V39)
 - Obligations By Vendor (V40)
 - View Contract Information (V46)
 - Obligations By Requisition ID (V52)

2.3 Examination (E)

- Enter Expenditure (V8)
- Schedule Expenditures (V9)
- Review Scheduled Payments (V26)
- Cancel Disbursement (V25)
- Reports (R0)
 - Obligations By Adpwc (V4)
 - Obligations and Expenditures (V5)
 - Expenditure Information (V39)
 - Obligations By Vendor (V40)
 - View Contract Information (V46)
 - Obligations By Requisition ID (V52)
- Exam Maintenance (EM)
 - Maintain Vendor Code/Address (MVEND)
- Edit Travel Information (V24)
- Enter/Edit Recurring Expenditures (V11)
- Edit Automatic Scheduling (V41)
- Enter/Edit Invoice Details (V33)

2.4 Obligate Funds (O)

Obligate Funds (V1)

Modify Obligation (V3)

Reports (R0)

Obligations By Adpwc (V4)

Obligations and Expenditures (V5)

Expenditure Information (V39)

Obligations By Vendor (V40)

View Contract Information (V46)

Obligations By Requisition ID (V52)

2.5 Process Expenditures (R)

Enter Expenditure (V8)

Cancel Expenditure (V10)

Reports (R0)

Obligations By Adpwc (V4)

Obligations and Expenditures (V5)

Expenditure Information (V39)

Obligations By Vendor (V40)

View Contract Information (V46)

Obligations By Requisition ID (V52)

Enter/Edit Recurring Expenditures (V11)

Create Retained Percent Document (V47)

Adjust Retained Percent Document (V48)

2.6 Systems Accounting (S)

Reports (R0)

Obligations By Adpwc (V4)

Obligations and Expenditures (V5)

Expenditure Information (V39)

Obligations By Vendor (V40)

View Contract Information (V46)

Obligations By Requisition ID (V52)

Systems Maintenance (SM)

Maintain Accounting Elements (MAET)

Maintain Appropriations (MAPP)

Maintain Class of Obligation (MCOO)

Maintain Object Class Codes (MOCC)

2.7 View VIS Information (V)

Reports (R0)

- Obligations By Adpwc (V4)**
- Obligations and Expenditures (V5)**
- Expenditure Information (V39)**
- Obligations By Vendor (V40)**
- View Contract Information (V46)**
- Obligations By Requisition ID (V52)**

3. ADMINISTRATION

3.1 Overview

The Administration role was created to fix problems dealing with contracts, vendors, commitments, and adp work codes. It permits direct update of data base information in lieu of the required transactions to affect the same change. It also allows for the entry of historical obligation and expenditure information. Only the Chief of the Finance and Accounting Branch, Chiefs of each Accounting Section, Chief of the Quality Assurance Section and other designated employees have access to this role. The main menu for the Administration role is shown below.

```

      U I S
-----
10-JUL-92 | VENDOR INFORMATION SYSTEM - MAIN MENU | VIS
-----
Menu Options:
-----
12. MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE
17. LOAD OBLIGATION HISTORICAL DATA
18. LOAD EXPENDITURE HISTORICAL DATA
-----
UIS UserID J4XXTEST Role JADMIN
-----
Please enter an option and press SELECT OPTION (NEXT FIELD):
Enter a menu option, screen code, (P) for previous menu, or (ROLE)
to go directly to the role selection screen to change roles.
-----
Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10

```

3.2 Modify Contract/Vendor/Commitment/Workcode (MVIS)

This screen is used to fix problems for a particular obligation document such as contract, vendor, and adp work code information.

| U I S | | |
|--|--|-----------------|
| 10-JUL-92 | MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE | MVIS |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Requisition Id: [REDACTED] | Vendor Code: [REDACTED] | |
| Name: [REDACTED] | | |
| Commitment Document Number: [REDACTED] | ADP Work Code: [REDACTED] | |
| Local Appropriation Number: [REDACTED] | Object Class Code: [REDACTED] | F/Y: [REDACTED] |
| Organization Code: [REDACTED] | POB Date: [REDACTED] | |
| Obligation Description: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter the obligation number and press *Execute Query*. If the number is invalid or if no records are retrieved a message is displayed. A message is also displayed if the obligation has been canceled.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the obligation. To accept the default press *Next Field*. To override the default enter a contract number and press *Next Field*.

CONTRACT MOD NUMBER is a 3 digit field. Displayed is the contract mod number that is associated with the contract number and obligation number. To accept the default press *Next Field*. To override the default enter a contract mod number and press *Next Field*.

| U I S | | |
|--|--|-----------------|
| 10-JUL-92 | MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE | NUIS |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Requisition Id: [REDACTED] | Vendor Code: [REDACTED] | |
| Name: [REDACTED] | | |
| Commitment Document Number: [REDACTED] | ADP Work Code: [REDACTED] | |
| Local Appropriation Number: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] |
| Organization Code: [REDACTED] | FOB Date: [REDACTED] | |
| Obligation Description: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

REQUISITION ID is a 16 character field. Displayed is the requisition id that is associated with the obligation. To accept the default press *Next Field*. To override the default enter a requisition id and press *Next Field*.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation. To accept the default press *Next Field*. To override the default enter a vendor code and press *Next Field*. A message is displayed if the code is invalid. If the vendor code is unknown press *List Values* and select a code.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

COMMITMENT DOCUMENT NUMBER is a 9 character field. Displayed is the commitment number that is associated with the obligation. To accept the default press *Next Field*. To override the default enter the commitment number and press *Next Field*.

| U I S | | |
|--|--|-----------------|
| 10-JUL-92 | MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE | MUIS |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Requisition Id: [REDACTED] | Vendor Code: [REDACTED] | |
| Name: [REDACTED] | | |
| Commitment Document Number: [REDACTED] | ADP Work Code: [REDACTED] | |
| Local Appropriation Number: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] |
| Organization Code: [REDACTED] | POB Date: [REDACTED] | |
| Obligation Description: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation. To accept the default press *Next Field*. To override the default enter an adp work code and press *Next Field*. A message is displayed if the work code is invalid.

LOCAL APPROPRIATION NUMBER is a 9 character field. Displayed is the local appropriation number that is associated with the obligation. To accept the default press *Next Field*. To override the default enter the local appropriation number and press *Next Field*. A message is displayed if the appropriation number is invalid.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation. To accept the default press *Next Field*. To override the default enter an object class code and press *Next Field*. A message is displayed if the object class is invalid.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation. To accept the default press *Next Field*. To override the default enter an F/T and press *Next Field*. A message is displayed if the F/T is invalid.

| U I S | | |
|--|--|-----------------|
| 10-JUL-92 | MODIFY CONTRACT/VENDOR/COMMITMENT/WORKCODE | MUIS |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Requisition Id: [REDACTED] | Vendor Code: [REDACTED] | |
| Name: [REDACTED] | | |
| Commitment Document Number: [REDACTED] | ADP Work Code: [REDACTED] | |
| Local Appropriation Number: [REDACTED] | Object Class Code: [REDACTED] | F/Y: [REDACTED] |
| Organization Code: [REDACTED] | FOB Date: [REDACTED] | |
| Obligation Description: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

ORGANIZATION CODE is a 2 character field. Displayed is the organization code that is associated with the obligation. To accept the default press *Next Field*. To override the default enter an organization code and press *Next Field*. A message is displayed if the organization code is invalid.

FOB DATE is a 9 character field. Enter the FOB date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

OBLIGATION DESCRIPTION is a 30 character field. Displayed is the description for the obligation. To accept the default press *Save Transaction*. To override the default enter an organization code and press *Save Transaction*.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Modify Contract/Vendor/Commitment/Workcode screen.

3.3 Load Historical Obligation Data (V50)

This screen is used to enter historical obligation information. It is similar to V1 (Obligate Funds) except no COEMIS transactions are generated.

| U I S | | |
|-------------------------------------|---------------------------------|---------------------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | V50 |
| Commitment Document Number: | | Obligation Doc Nbr: |
| Contract Number: | | Contract Mod Nbr: |
| Vendor Code: | Name: | |
| Vendor Address Code: | Org Code: | Transaction Date: |
| Address: | | |
| () - | | |
| ADP Work Code: | Local Appropriation Number: | |
| Obligation Amount: | F/T: | Object Class: |
| Date of Award: | FOB Date: | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

COMMITMENT DOCUMENT NUMBER is a 9 character field. Enter the commitment number and press *Next Field*.

OBLIGATION DOC NBR is a 9 character field. Enter the obligation number and press *Next Field*. If the document number already exists a message is displayed.

CONTRACT NUMBER is a 16 character field. Enter the contract number and press *Next Field*.

| U I S | | |
|-------------------------------------|---------------------------------|---------------------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | US0 |
| Commitment Document Number: | | Obligation Doc Nbr: |
| Contract Number: | | Contract Mod Nbr: |
| Vendor Code: | Name: | |
| Vendor Address Code: | Drg Code: | Transaction Date: |
| Address: | | |
| () - | | |
| ADP Work Code: | Local Appropriation Number: | |
| Obligation Amount: | F/T: | Object Class: |
| Date of Award: | FOB Date: | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

CONTRACT MOD NUMBER is a 3 digit field. This number references the associated contract number. Enter the contract mod number and press *Next Field*.

VENDOR CODE is a 10 character field. Enter the vendor code and press *Next Field*. If the code is invalid a message is displayed. If the vendor code is unknown press *List Values* and select a vendor code, and press *Next Field*.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field which defaults to '01'. To modify, enter the vendor address code and press *Next Field*. A message is displayed if the address code is invalid. The vendor address code is associated with the vendor code and populates address information. If the vendor address code is unknown press *List Values*, select a vendor address code, and press *Next Field*.

| U I S | | |
|-------------------------------------|---------------------------------|---------------------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | US0 |
| Commitment Document Number: | | Obligation Doc Mbr: |
| Contract Number: | | Contract Mod Mbr: |
| Vendor Code: | Name: | |
| Vendor Address Code: | Org Code: | Transaction Date: |
| Address: | | |
| () - | | |
| ADP Work Code: | Local Appropriation Number: | |
| Obligation Amount: | F/T: | Object Class: |
| Date of Award: | FOB Date: | |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

ORG CODE is a 2 character field. Enter the organization code and press *Next Field*. A message is displayed if the organization code is invalid. If the organization code is unknown press *List Values*, select an organization code, and press *Next Field*.

TRANSACTION DATE is a 9 character field. Displayed is the transaction date of the obligation. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

ADDRESS is a field which displays address information related to the vendor code and vendor name. This information includes address, city, state, zip, country, area code and phone number.

ADP WORK CODE is a 15 character field. Enter the adp work code and press *Next Field*. If the adp work code is invalid a message is displayed. Local appropriation number is populated in association with the adp work code.

| U I S | | |
|--|--|------------------------------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | US0 |
| Commitment Document Number: [REDACTED] | Obligation Doc Mbr: [REDACTED] | |
| Contract Number: [REDACTED] | Contract Mod Mbr: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] | Transaction Date: [REDACTED] |
| Address: [REDACTED] ([REDACTED]) [REDACTED] - [REDACTED] | | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] | |
| Obligation Amount: [REDACTED] | F/T: [REDACTED] | Object Class: [REDACTED] |
| Date of Award: [REDACTED] | FOB Date: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

LOCAL APPROPRIATION NUMBER is a 9 character field which is associated with the adp work code. To override the default enter a local appropriation number and press *Next Field*. A message is displayed if the local appropriation number is invalid.

OBLIGATION AMOUNT is a 13 digit field which includes 2 decimal places. Enter the obligation amount and press *Next Field*.

F/T is a 3 character field which represents an accounting element. Enter the F/T that is associated with the obligation. To accept the default press *Next Field*. To override the default enter an F/T and press *Next Field*. A message is displayed if the F/T is invalid.

OBJECT CLASS is a 4 character field. Enter the object class code and press *Next Field*. A message is displayed if the object class is invalid. If the object class is unknown press *List Values*, select an object class, and press *Next Field*.

| U I S | | |
|-------------------------------------|---------------------------------|---------------------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | US0 |
| Commitment Document Number: | | Obligation Doc Mbr: |
| Contract Number: | | Contract Mod Mbr: |
| Vendor Code: | Name: | |
| Vendor Address Code: | Org Code: | Transaction Date: |
| Address: | | |
| () - | | |
| ADP Work Code: | Local Appropriation Number: | |
| Obligation Amount: | F/T: | Object Class: |
| Date of Award: | FOB Date: | |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

DATE OF AWARD is a 9 character field which defaults to the current date. Enter the date of award and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

FOB DATE is a 9 character field. Enter the FOB date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

| U I S | | | |
|-------------------------------------|---------------------------------|----|------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | | U50 |
| Discount Terms Code: | Days: | %: | Net: |
| Requisition ID: | | | |
| Hand Receipt ID: | Name: | | |
| Retained Percentage: | Freight Code: | | |
| Obligation Description: | | | |
| Char Mode: Replace Page 2 Count: 00 | | | |
| Exit: ALT-F10 | | | |

DISCOUNT TERMS CODE is a 2 character field. Enter the discount terms code and press *Next Field*. A message is displayed if the code is invalid. If the discount terms code is unknown press *List Values*, select a discount terms code, and press *Next Field*.

DAYS is a 4 character field. Displayed are the discount days associated with the discount terms code.

% is a 5 character field. Displayed is the percentage for the associated discount terms code.

NET is a 4 character field. Displayed are the net days associated with the discount terms code.

REQUISITION ID is a 16 character field. Enter the requisition id and press *Next Field*.

HAND RECEIPT ID is a 4 character field. Enter the hand receipt id and press *Next Field*.

| U I S | | | |
|-------------------------------------|---------------------------------|----|------|
| 10-AUG-92 | LOAD HISTORICAL OBLIGATION DATA | | U50 |
| Discount Terms Code: | Days: | %: | Net: |
| Requisition ID: | | | |
| Hand Receipt ID: | Name: | | |
| Retained Percentage: | Freight Code: | | |
| Obligation Description: | | | |
| Char Mode: Replace Page 2 Count: 00 | | | |
| Exit: ALT-F10 | | | |

NAME is a 25 character field. Displayed is the name of the hand receipt holder.

RETAINED PERCENTAGE is a 4 digit field. Enter the retained percent and press *Next Field*.

FREIGHT CODE is a 1 character field which defaults to 'D'. To accept the default press *Next Field*. To override the default, enter the appropriate freight code and press *Next Field*. The only valid entries are 'D', 'O' and 'N'.

OBLIGATION DESCRIPTION is a 30 character field. Enter the description for the obligation and press *Save Transaction*.

3.4 Load Historical Expenditure Data (V51)

This screen is used to enter historical expenditure information. It is similar to V8 (Enter Expenditure) except no COEMIS transactions are generated.

| U I S | | |
|--|----------------------------------|---|
| 17-AUG-92 | LOAD HISTORICAL EXPENDITURE DATA | V51 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 17-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter an obligation document number and press *Execute Query*. If the obligation document number is invalid, an error message is displayed. The following fields are populated: contract number, contract mod number, net unliquidated balance, object class code, F/T, adp work code, vendor code, name and organization code. The cursor advances to the transaction date.

CONTRACT NUMBER is a 16 character field. If the obligation document number is skipped, enter the contract number and press *Next Field*.

CONTRACT MOD NUMBER is a 3 digit field. If a Contract Number is entered, enter the Contract Modification Number and press *Execute Query*. The following fields are populated: obligation document number, net unliquidated balance, object class code, F/T, adp work code, vendor code, name and organization code. The cursor advances to the transaction date.

| U I S | | |
|--|----------------------------------|---|
| 17-AUG-92 | LOAD HISTORICAL EXPENDITURE DATA | U51 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 17-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: -0 | | |
| Exit: ALT-F10 | | |

TRANSACTION DATE is a 9 character field. Displayed is the transaction date for the expenditure. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

NET UNLIQUIDATED BALANCE is a 13 digit field. Displayed is the remaining obligation balance that is associated with the obligation number.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation number.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

| U I S | | |
|--|----------------------------------|---|
| 17-AUG-92 | LOAD HISTORICAL EXPENDITURE DATA | U51 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 17-AUG-92 | | Met Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| [REDACTED] | | |
| Char Mode: Replace Page 1 | | Count: =0 |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

ORGANIZATION CODE is a 2 character field. Displayed is the organization code that is associated with the obligation number.

DELIVERY DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct delivery date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. If the delivery date is less than or equal to the date of the obligation, a warning will be issued to the user. Delivery date must be less than or equal to the current date. An error message is displayed if this condition is not met.

ACCEPTANCE DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct acceptance date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. The acceptance date must be greater than or equal to the delivery date. An error message is displayed if this condition is not met.

| U I S | | |
|--|----------------------------------|---|
| 17-AUG-92 | LOAD HISTORICAL EXPENDITURE DATA | U51 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 17-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/Y: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

PARTIAL/FINAL FLAG is a 1 character field which defaults to (P)artial. To accept the default press *Next Field*. To override the default, enter a (F)inal and press *Next Field*.

The only valid entries are (P)artial or (F)inal. Partial/Final Flag cannot be marked (F)inal if a final expenditure already exists for the obligation. An error message is displayed if this occurs.

PARTIAL PAY NUMBER is a 3 digit field which contains a number sequentially generated by the system.

EXPENDITURE AMOUNT is a 13 digit field. Enter the amount to be expended and press *Next Field*. Amount entered cannot be greater than the net unliquidated balance of the obligation. An error message is displayed if this occurs.

| U I S | | |
|--|----------------------------------|---|
| 17-AUG-92 | LOAD HISTORICAL EXPENDITURE DATA | US1 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 17-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/Y: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| [REDACTED] | | |
| Char Mode: Replace Page 1 | | Count: *0 |
| Exit: ALT-F10 | | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure document number and press *Save Transaction*.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Load Historical Expenditure Data screen.

4. DISBURSING

4.1 Overview

The Disbursing role is primarily used to review scheduled payments or cancel a scheduled payment. The Chief of Finance and Accounting Branch and Chief of Disbursing have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The main menu for the Disbursing role is shown below.

| U I S | | |
|--|---------------------------------------|-----|
| 31-JUL-92 | VENDOR INFORMATION SYSTEM - MAIN MENU | UIS |
| Menu Options: | | |
| 6. | REVIEW SCHEDULED PAYMENTS | |
| 7. | CANCEL DISBURSEMENT | |
| 8. | REPORTS | |
| UIS UserID J4XXTEST Role JDISBURSING | | |
| Please enter an option and press SELECT OPTION (NEXT FIELD): | | |
| Enter a menu option, screen code, (P) for previous menu, or (ROLE) | | |
| to go directly to the role selection screen to change roles. | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

4.2 Review Scheduled Payments (V26)

This screen allows the user to review the scheduled payment transactions for a particular date.

| U I S | | |
|--|---------------------------------------|-----|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] ADP Work Code: [REDACTED] | | |
| Amount: [REDACTED] Local Appropriation Number: [REDACTED] | | |
| Contract Number: [REDACTED] Contract Modification Number: [REDACTED] | | |
| Initial Entry ID: [REDACTED] Object Class Code: [REDACTED] | | |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

SCHEDULED PAYMENT DATE is a 9 character field. Enter the scheduled payment date for the transaction(s) you want to review and press *Execute Query*. Format is DD-MON-YY. If the format is invalid a message is displayed. All fields are populated. Press *Next Record* and *Previous Record* to scroll through each transaction for the scheduled payment date entered.

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Displayed is the expenditure that is scheduled for the entered scheduled payment date.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the expenditure number.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the expenditure amount that is scheduled for payment.

| U I S | | |
|---|--|--|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] | | ADP Work Code: [REDACTED] |
| Amount: [REDACTED] | Local Appropriation Number: [REDACTED] | |
| Contract Number: [REDACTED] | | Contract Modification Number: [REDACTED] |
| Initial Entry ID: [REDACTED] | | Object Class Code: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

LOCAL APPROPRIATION NUMBER is a 9 character field. Displayed is the local appropriation number that is associated with the expenditure number.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the expenditure number.

CONTRACT MODIFICATION NUMBER is a 3 digit field. Displayed is the contract modification number that is associated with the contact number and expenditure number.

INITIAL ENTRY ID is a 12 character field which displays the employee userid who created the initial expenditure.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the expenditure number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

| U I S | | |
|---|--|--|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] ADP Work Code: [REDACTED] | | |
| Amount: [REDACTED] | Local Appropriation Number: [REDACTED] | |
| Contract Number: [REDACTED] | | Contract Modification Number: [REDACTED] |
| Initial Entry ID: [REDACTED] | Object Class Code: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALY-F10 | | |

NAME is a 40 character field which displays the vendor name associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field. Displayed is the vendor address code that is associated with the vendor code and expenditure number.

ADDRESS is a field which displays address information associated with the vendor address code. Included in this information is the address, city, state, zip, country, area code and phone number.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to exit the Review Scheduled Payment Transactions Screen.

4.3 Cancel Disbursement (V25)

This screen is used to cancel an expenditure that has been scheduled for payment.

| U I S | |
|--|--|
| 09-MAR-92 | CANCEL DISBURSEMENTS |
| V25 | |
| Expenditure Document Number: [REDACTED] | |
| Description: [REDACTED] | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Disbursement Amount: [REDACTED] | |
| Do you want to cancel this disbursement?: <input type="checkbox"/> | |
| Char Mode: Replace Page 1 Count: 40 | |
| Exit: ALT-F10 | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. If the number is invalid or a record is not retrieved a message is displayed. If the expenditure number is unknown press *List Values* and select a number. All fields will be populated.

DESCRIPTION is a field which displays information about the expenditure.

SCHEDULED PAYMENT DATE is a 9 character field. Displayed is the date the associated expenditure is scheduled to be paid.

ADP WORK CODE is a 15 character field. Displayed is the adp work code for the associated expenditure.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the expenditure.

| U I S | | |
|--|--|-----|
| 09-MAR-92 | CANCEL DISBURSEMENTS | U25 |
| Expenditure Document Number: [REDACTED] | | |
| Description: [REDACTED] | | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] | |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Disbursement Amount: [REDACTED] | | |
| Do you want to cancel this disbursement?: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: *8 | | |
| Exit: ALT-F10 | | |

CONTRACT MODIFICATION NUMBER is a 3 digit field. Displayed is the modification number that is associated with the contract number and the expenditure number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

NAME is a 40 character field which displays the vendor name associated with the vendor code.

DISBURSEMENT AMOUNT is a 13 digit field including 2 decimal places. Displayed is the disbursement amount associated with the expenditure number.

DO YOU WANT TO CANCEL THIS DISBURSEMENT? is a 1 character field which defaults to (N)o. To cancel the disbursement enter a (Y)es and press *Save Transaction*. A message is displayed if a (Y)es or (N)o is not entered.

| U I S | | |
|--|--|-----|
| 09-MAR-92 | CANCEL DISBURSEMENTS | U25 |
| Expenditure Document Number: [REDACTED] | | |
| Description: [REDACTED] | | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] | |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Disbursement Amount: [REDACTED] | | |
| Do you want to cancel this disbursement?: <input type="checkbox"/> | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Cancel Disbursements screen.

5. EXAMINATION

5.1 Overview

The Examination role is concerned with creating expenditures, scheduling payments, and maintaining vendors and vendor addresses. The Chief of Finance and Accounting Branch, Chief of Examination Section and examiners have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The Exam Maintenance option is defined in detail in the **MAINTENANCE** section of this manual. The main menu for the Examination role is shown below.

```

      _____ U I S _____
| 31-JUL-92 |  VENDOR INFORMATION SYSTEM - MAIN MENU  |  UIS  |
|-----|
| Menu Options: |
| 3. ENTER EXPENDITURE |
| 5. SCHEDULE EXPENDITURES |
| 6. REVIEW SCHEDULED PAYMENTS |
| 7. CANCEL DISBURSEMENT |
| 8. REPORTS |
| 10. EXAM MAINTENANCE |
| 11. EDIT TRAVEL INFORMATION |
| 13. ENTER/EDIT RECURRING EXPENDITURES |
| 14. EDIT AUTOMATIC SCHEDULING |
| 19. ENTER/EDIT INVOICE DETAILS |
|-----|
| VIS UserID U4XXTEST Role JEXAM |
|
| Please enter an option and press SELECT OPTION (NEXT FIELD): |
| Enter a menu option, screen code, (P) for previous menu, or (ROLE) |
| to go directly to the role selection screen to change roles. |
|-----|
| Char Mode: Replace Page 1 Count: 00 |
| Exit: ALT-F10 |

```

5.2 Enter Expenditure (V8)

This screen records receiving action and generates an expenditure transaction for COEMIS updating.

| U I S | | |
|--|--------------------------------|---|
| 31-JUL-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 31-JUL-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 08 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter an obligation document number and press *Execute Query*. If the obligation document number is invalid, an error message is displayed. The following fields are populated: contract number, contract mod number, net unliquidated balance, object class code, item code, adp work code, vendor code, name and org code. The cursor advances to the transaction date.

CONTRACT NUMBER is a 16 character field. If the obligation document number is skipped, enter the contract number and press *Next Field*.

CONTRACT MOD NUMBER is a 3 digit field. If a Contract Number is entered, enter the Contract Modification Number and press *Execute Query*. The following fields are populated: obligation document number, net unliquidated balance, object class code, item code, adp work code, vendor code, name and org code. The cursor advances to the transaction date.

| U I S | | |
|--|---|---|
| 31-JUL-92 | ENTER RECEIVING REPORT | 08 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Transaction Date: 31-JUL-92 | Net Unliquidated Balance: [REDACTED] | |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBD?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | Expenditure Document Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

TRANSACTION DATE is a 9 character field. Displayed is the transaction date for the expenditure. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

NET UNLIQUIDATED BALANCE is a 13 digit field. Displayed is the remaining obligation balance that is associated with the obligation number.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation number.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

| U I S | | |
|--|--------------------------------|---|
| 31-JUL-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 31-JUL-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBD?: [REDACTED] DSSM: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

ORGANIZATION CODE is a 2 character field. Displayed is the organization code that is associated with the obligation number.

DELIVERY DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct delivery date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. If the delivery date is less than or equal to the date of the obligation, a warning will be issued to the user. Delivery date must be less than or equal to the current date. An error message is displayed if this condition is not met.

ACCEPTANCE DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct acceptance date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. The acceptance date must be greater than or equal to the delivery date. An error message is displayed if this condition is not met.

| U I S | | |
|--|--------------------------------|---|
| 31-JUL-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 31-JUL-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 48 | | |
| Exit: ALT-F10 | | |

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

PARTIAL/FINAL FLAG is a 1 character field which defaults to (P)artial. To accept the default press *Next Field*. To override the default, enter a (F)inal and press *Next Field*.

The only valid entries are (P)artial or (F)inal. Partial/Final Flag cannot be marked (F)inal if a final expenditure already exists for the obligation. An error message is displayed if this occurs.

PARTIAL PAY NUMBER is a 3 digit field which contains a number sequentially generated by the system.

TBO is a 1 character field which defaults to (N)o. To accept the default press *Next Field*. If the flag is set to (N)o, the cursor advances to expenditure amount. To override the default, enter a (Y)es and press *Next Field*. If the flag is set to (Y)es, the cursor advances to the DSSN number. The only valid entries are (Y)es or (N)o. The default can be changed to (Y)es only when the expenditure cites a Military appropriation.

| U I S | | |
|--|--------------------------------|---|
| 31-JUL-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 31-JUL-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO7: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 08 | | |
| Exit: ALY-F10 | | |

DSSN is a 4 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the DSSN number and press *Next Field*. DSSN must be entered if TBO.

CYCLE is a 2 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the Cycle Number and press *Next Field*. Cycle Number must be entered if TBO.

EXPENDITURE AMOUNT is a 13 digit field. Enter the amount to be expended. At this point the transaction is saved by pressing *Save Transaction*. Amount entered cannot be greater than the net unliquidated balance of the obligation. An error message is displayed if this occurs.

EXPENDITURE DOCUMENT NUMBER is a 9 character field. This number is generated by the system and is populated after the transaction is saved.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Enter Receiving Report screen.

5.3 Schedule Expenditures (V9)

This screen schedules an expenditure to be paid on a specified date.

| U I S | |
|------------------------------|---------------------|
| 31-JUL-92 | SCHEDULE PAYMENT |
| U9 | |
| Expenditure Document Number: | Invoice Number: |
| Description: | |
| Vendor Code: | Name: |
| Vendor Addr Code: | |
| Address: | |
| () - | |
| Partial/Final Flag: | Partial Pay Number: |
| ADP Work Code: | |
| Disbursement Amount: | PPA Flag: |
| PPA Amount: | |
| PPA Type: | PPA Reason: |
| 1099 Amount: | |
| Tax ID: | |
| Schedule Pay Date: | Delivery Date: |
| Accept Date: | |
| Char Mode: Replace Page 1 | |
| Count: #0 | |
| Exit: ALT-F10 | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. A message is displayed if the number is invalid or if a record is not retrieved. If the expenditure number is unknown press *List Values* and select a number.

INVOICE NUMBER is a 15 character field. Enter the invoice number for the expenditure. If the invoice number does not exist press *List Values* to create invoice details. If the invoice number already exists press *Next Field*. The cursor advances to the description.

| U I S | |
|-------------------------------------|--------------------------------|
| 17-AUG-92 | ENTER/EDIT INVOICE DETAILS U33 |
| Invoice Number: 2000 | Vendor Code: 0000000001 |
| Invoice Date: | Due Date: |
| Invoice Receipt Date: 17-AUG-92 | |
| Invoice Terms Code: | Days: %: Net: |
| Gross Amount: | |
| Earnings Period Start Date: | |
| Earnings Period Stop Date: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

INVOICE NUMBER is a 15 character field. Displayed is the invoice number entered on the previous page.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the invoice number.

INVOICE DATE is a 9 character field. Enter the invoice date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

DUE DATE is a 9 character field. Enter the invoice due date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

INVOICE RECEIPT DATE is a 9 character field that defaults to the current date. To accept the default press *Next Field*. To override the default enter an invoice receipt date and press *Next Field*. The invoice receipt date must be less than or equal to the current date.

| U I S | |
|-------------------------------------|--------------------------------|
| 17-AUG-92 | ENTER/EDIT INVOICE DETAILS U33 |
| Invoice Number: 2000 | Vendor Code: 0000000001 |
| Invoice Date: | Due Date: |
| Invoice Receipt Date: 17-AUG-92 | |
| Invoice Terms Code: | Days: %: Net: |
| Gross Amount: | |
| Earnings Period Start Date: | |
| Earnings Period Stop Date: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

INVOICE TERMS CODE is a 2 character field that identifies payment terms offered on an invoice. Enter the invoice terms code and press *Next Field*. If the terms code is unknown press *List Values* and select a terms code. Days, %, and net are populated.

DAYS is a field associated with the invoice terms code. Days is the number of days used to calculate the valid discount.

% is a field associated with the invoice terms code. Percent (%) is the actual percent of the discounts.

NET is a field associated with the invoice terms code. Net days is the number of days that the net amount is due.

GROSS AMOUNT is a 13 digit field including 2 decimal places. Enter the total amount of the invoice and press *Next Field*.

| U I S | |
|-------------------------------------|--------------------------------|
| 17-AUG-92 | ENTER/EDIT INVOICE DETAILS U33 |
| Invoice Number: 2000 | Vendor Code: 0000000001 |
| Invoice Date: | Due Date: |
| Invoice Receipt Date: 17-AUG-92 | |
| Invoice Terms Code: | Days: %: Net: |
| Gross Amount: | |
| Earnings Period Start Date: | |
| Earnings Period Stop Date: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

EARNINGS PERIOD START DATE is a 9 character field. Enter the earnings period start date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

EARNINGS PERIOD STOP DATE is a 9 character field. Enter the earnings period stop date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

NOTES

Once all necessary fields have been entered press *Save Transaction*.

| U I S | |
|-------------------------------------|---------------------|
| 01-JUL-92 | U9 |
| SCHEDULE PAYMENT | |
| Expenditure Document Number: | Invoice Number: |
| Description: | |
| Vendor Code: | Name: |
| Vendor Addr Code: | |
| Address: | |
| | |
| Partial/Final Flag: | Partial Pay Number: |
| | ADP Work Code: |
| Disbursement Amount: | PPA Flag: |
| | PPA Amount: |
| PPA Type: | PPA Reason: |
| | 1099 Amount: |
| | Tax ID: |
| Schedule Pay Date: | Delivery Date: |
| | Accept Date: |
| Char Mode: Replace Page 1 Count: #0 | |
| Exit: ALT-F10 | |

DESCRIPTION is a field which displays information that is entered with the initial expenditure. To override this description, enter scheduled payment information and press *Next Field*.

VENDOR CODE is a 10 character field. Displayed is the vendor code associated with the expenditure.

NAME is a 40 character field which displays the vendor name associated with the vendor code.

VENDOR ADDR CODE is a 2 character field. Displayed is the vendor address code associated with the expenditure. To accept the default press *Next Field*. To override the default enter a vendor address code and press *Next Field*. A message is displayed if the vendor address code is invalid. If the address code is unknown press *List Values* and select one.

ADDRESS is a field which displays address information related to the vendor code and vendor name. This information includes address, city, state, zip, country, area code and phone number.

| U I S | |
|------------------------------|---------------------|
| 31-JUL-92 | SCHEDULE PAYMENT |
| U9 | |
| Expenditure Document Number: | Invoice Number: |
| Description: | |
| Vendor Code: | Name: |
| Vendor Addr Code: | |
| Address: | |
| Partial/Final Flag: | Partial Pay Number: |
| | ADP Work Code: |
| Disbursement Amount: | PPA Flag: |
| | PPA Amount: |
| PPA Type: | PPA Reason: |
| | 1999 Amount: |
| | Tax ID: |
| Schedule Pay Date: | Delivery Date: |
| | Accept Date: |
| Char Mode: Replace Page 1 | |
| Count: 00 | |
| Exit: ALY-F10 | |

PARTIAL/FINAL FLAG is a 1 character field. Displayed is the partial/final flag associated with the expenditure. To override the value enter a 'P' or 'F' and press *Next Field*. A message is displayed if the flag is invalid.

PARTIAL PAY NUMBER is a 3 digit field. Displayed is the partial pay number associated with the expenditure.

ADP WORK CODE is a 15 character field. Displayed is the adp work code associated with the expenditure.

DISBURSEMENT AMOUNT is a 13 digit field including 2 decimal places. It defaults to the expenditure amount. To accept the default press *Next Field*. To override the default enter a disbursement amount and press *Next Field*.

PPA FLAG is a 1 character field which defaults to (Y)es if subject to the Prompt Payment Act. To accept the default press *Next Field*. To override the default, enter (N)o and press *Next Field*.

The only valid entries are (Y)es and (N)o.

| U I S | |
|------------------------------|---------------------|
| 01-JUL-92 | SCHEDULE PAYMENT |
| U9 | |
| Expenditure Document Number: | Invoice Number: |
| Description: | |
| Vendor Code: | Name: |
| Vendor Addr Code: | |
| Address: | |
| Partial/Final Flag: | Partial Pay Number: |
| | ADP Work Code: |
| Disbursement Amount: | PPA Flag: |
| | PPA Amount: |
| PPA Type: | PPA Reason: |
| | 1099 Amount: |
| | Tax ID: |
| Schedule Pay Date: | Delivery Date: |
| | Accept Date: |
| Char Mode: Replace Page 1 | |
| Count: #0 | |
| Exit: ALT-F10 | |

PPA AMOUNT is a 13 digit field including 2 decimal places. This field is used for adjustments which need to be reported on the Prompt Payment Act Report. These adjustments include interest penalties, discounts, early payments and payments made during the grace period. If a PPA amount is not entered press *Next Field* and the cursor advances to the 1099 amount field. If a PPA amount is entered press *Next Field* and the cursor advances to the PPA type field.

PPA TYPE is a 1 character field. Enter the appropriate code for type of penalty and press *Next Field* or press *List Values* for a list of available codes.

PPA REASON is a 1 character field. Enter the reason code for the late payment interest penalty incurred and press *Next Field* or press *List Values* for a list of available codes.

1099 AMOUNT is a 13 digit field including 2 decimal places. Enter amount paid to the vendor if issuance of a TD 1099 is required and press *Next Field*. These are usually payments to individuals providing services.

| U I S | |
|-------------------------------------|------------------------------------|
| 31-JUL-92 | SCHEDULE PAYMENT U9 |
| Expenditure Document Number: | Invoice Number: |
| Description: | |
| Vendor Code: | Name: |
| Vendor Addr Code: | |
| Address: | |
| Partial/Final Flag: | Partial Pay Number: ADP Work Code: |
| Disbursement Amount: | PPA Flag: PPA Amount: |
| PPA Type: | PPA Reason: 1999 Amount: Tax ID: |
| Schedule Pay Date: | Delivery Date: Accept Date: |
| Char Mode: Replace Page 1 Count: #0 | |
| Exit: ALT-F10 | |

TAXID is a 11 character field. Displayed is the vendor taxid associated with the vendor. To accept the default press *Next Field*. To override the default enter a vendor taxid and press *Next Field*.

SCHEDULE PAY DATE is a 9 character field. Enter the schedule payment date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

DELIVERY DATE is a 9 character field. Displayed is the delivery date associated with the expenditure. To accept the default date press *Next Field*. To override the default enter a delivery date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

ACCEPT DATE is a 9 character field. Displayed is the acceptance date associated with the expenditure. To accept the default date press *Save Transaction*. To override the default enter an acceptance date and press *Save Transaction*. Format is DD-MON-YY. A message is displayed if the format is invalid.

| U I S | | |
|-------------------------------------|---------------------|----------------|
| 31-JUL-92 | SCHEDULE PAYMENT | U9 |
| Expenditure Document Number: | Invoice Number: | |
| Description: | | |
| Vendor Code: | Name: | |
| Vendor Addr Code: | | |
| Address: | | |
| Partial/Final Flag: | Partial Pay Number: | ADP Work Code: |
| Disbursement Amount: | PPA Flag: | PPA Amount: |
| PPA Type: | PPA Reason: | 1099 Amount: |
| Schedule Pay Date: | Delivery Date: | Accept Date: |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

NOTES

Press *Clear/Form* to erase all fields or press *Exit/Cancel* to leave the Schedule Payment Screen.

5.4 Review Scheduled Payments (V26)

This screen allows the user to review the scheduled payment transactions for a particular date.

| U I S | | |
|--|---------------------------------------|-----|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] ADP Work Code: [REDACTED] | | |
| Amount: [REDACTED] Local Appropriation Number: [REDACTED] | | |
| Contract Number: [REDACTED] Contract Modification Number: [REDACTED] | | |
| Initial Entry ID: [REDACTED] Object Class Code: [REDACTED] | | |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

SCHEDULED PAYMENT DATE is a 9 character field. Enter the scheduled payment date for the transaction(s) you want to review and press *Execute Query*. Format is DD-MON-YY. If the format is invalid a message is displayed. All fields are populated. Press *Next Record* and *Previous Record* to scroll through each transaction for the scheduled payment date entered.

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Displayed is the expenditure that is scheduled for the entered scheduled payment date.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the expenditure number.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the expenditure amount that is scheduled for payment.

| U I S | | |
|---|--|--|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] ADP Work Code: [REDACTED] | | |
| Amount: [REDACTED] | Local Appropriation Number: [REDACTED] | |
| Contract Number: [REDACTED] | | Contract Modification Number: [REDACTED] |
| Initial Entry ID: [REDACTED] | | Object Class Code: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 09 Exit: ALT-F10 | | |

LOCAL APPROPRIATION NUMBER is a 9 character field. Displayed is the local appropriation number that is associated with the expenditure number.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the expenditure number.

CONTRACT MODIFICATION NUMBER is a 3 digit field. Displayed is the contract modification number that is associated with the contact number and expenditure number.

INITIAL ENTRY ID is a 20 character field which displays the employee name who created the initial expenditure.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the expenditure number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

| U I S | | |
|--|---------------------------------------|-----|
| 09-MAR-92 | REVIEW SCHEDULED PAYMENT TRANSACTIONS | U26 |
| Scheduled Payment Date: [REDACTED] | | |
| Expenditure Document Number: [REDACTED] ADP Work Code: [REDACTED] | | |
| Amount: [REDACTED] Local Appropriation Number: [REDACTED] | | |
| Contract Number: [REDACTED] Contract Modification Number: [REDACTED] | | |
| Initial Entry ID: [REDACTED] Object Class Code: [REDACTED] | | |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | | |
| Address: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field. Displayed is the vendor address code that is associated with the vendor code and expenditure number.

ADDRESS is a field which displays address information associated with the vendor address code. Included in this information is the address, city, state, zip, country, area code and phone number.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to exit the Review Scheduled Payment Transactions Screen.

5.5 Cancel Disbursement (V25)

This screen is used to cancel an expenditure that has been scheduled for payment.

| U I S | |
|--|--|
| 09-MAR-92 | CANCEL DISBURSEMENTS |
| UZ5 | |
| Expenditure Document Number: [REDACTED] | |
| Description: [REDACTED] | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Disbursement Amount: [REDACTED] | |
| Do you want to cancel this disbursement?: <input type="checkbox"/> | |
| Char Mode: Replace Page 1 Count: 48 | |
| Exit: ALT-F10 | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. If the number is invalid or a record is not retrieved a message is displayed. If the expenditure number is unknown press *List Values* and select a number. All fields will be populated.

DESCRIPTION is a field which displays information about the expenditure.

SCHEDULED PAYMENT DATE is a 9 character field. Displayed is the date the associated expenditure is scheduled to be paid.

ADP WORK CODE is a 15 character field. Displayed is the adp work code for the associated expenditure.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the expenditure.

| U I S | | |
|---|--|-----|
| 09-MAR-92 | CANCEL DISBURSEMENTS | U25 |
| Expenditure Document Number: [REDACTED] | | |
| Description: [REDACTED] | | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] | |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Disbursement Amount: [REDACTED] | | |
| Do you want to cancel this disbursement?: [] | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

CONTRACT MODIFICATION NUMBER is a 3 digit field. Displayed is the modification number that is associated with the contract number and the expenditure number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

NAME is a 40 character field which displays the vendor name associated with the vendor code.

DISBURSEMENT AMOUNT is a 13 digit field including 2 decimal places. Displayed is the disbursement amount associated with the expenditure number.

DO YOU WANT TO CANCEL THIS DISBURSEMENT? is a 1 character field which defaults to (N)o. To accept the default press *Save Transaction*. To override the default enter a (Y)es and press *Save Transaction*. A message is displayed if a Y or N is not entered.

| U I S | |
|---|--|
| 09-MAR-92 | CANCEL DISBURSEMENTS |
| U25 | |
| Expenditure Document Number: [REDACTED] | |
| Description: [REDACTED] | |
| Scheduled Payment Date: [REDACTED] | ADP Work Code: [REDACTED] |
| Contract Number: [REDACTED] | Contract Modification Number: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Disbursement Amount: [REDACTED] | |
| Do you want to cancel this disbursement?: [] | |
| Char Mode: Replace Page: 1 Count: 00 | |
| Exit: ALT-F10 | |

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Cancel Disbursements screen.

5.6 Edit Travel Information (V24)

This screen is used to correct or resubmit IATS upload Travel rejects.

| U I S | | |
|---|-------------------------|-----|
| 09-MAR-92 | EDIT TRAVEL INFORMATION | U24 |
| Obligation Document Number: [REDACTED] (Enter Obligation Document Number to Query) | | |
| Obligation Document Number: [REDACTED] | | |
| Vendor Code: [REDACTED] | | |
| Expenditure Amount: [REDACTED] | | |
| Acceptance Flag: [REDACTED] | | |
| Char Mode: Replace Page 1 Count: 48 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter the obligation number and press *Execute Query*. If the number is invalid or a record is not retrieved a message is displayed. All fields are populated. If the obligation number is unknown press *List Values* and select a travel obligation number.

OBLIGATION DOCUMENT NUMBER is a 9 character field. This field defaults to the obligation number entered above. To accept the default press *Next Field*. To override the default enter an obligation number and press *Next Field*. If the number entered is invalid a message is displayed.

VENDOR CODE is a 10 character field. This field displays the vendor code associated with the obligation number. To accept the default press *Next Field*. To override the default enter a vendor code and press *Next Field*. If the vendor code is invalid a message is displayed.

| U I S | | |
|--|-------------------------|-----|
| 09-MAR-92 | EDIT TRAVEL INFORMATION | U24 |
| Obligation Document Number: <input type="text"/> (Enter Obligation Document Number to Query) | | |
| Obligation Document Number: <input type="text"/> Vendor Code: <input type="text"/> Expenditure Amount: <input type="text"/> Acceptance Flag: <input type="text"/> | | |
| Char Mode: Replace Page 1 Count: 08 Exit: ALT-F10 | | |

EXPENDITURE AMOUNT is a 13 digit field including 2 decimal places. This field displays the expenditure amount associated with the obligation number. To accept the default press *Next Field*. To override the default enter an expenditure amount and press *Next Field*.

ACCEPTANCE FLAG is a 1 character field which defaults to (R)ejected. To accept the default press *Save Transaction*. To override the default enter an (I)n Progress and press *Save Transaction*. The only valid entries are (I)n Progress and (R)ejected.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to exit the Edit Travel Information Screen.

5.7 Enter/Edit Recurring Expenditures (V11)

This screen creates a recurring expenditure record that will be used to record the expenditure and generate an expenditure transaction for COEMIS updates.

| U I S | |
|-------------------------------------|---------------------------------------|
| 18 AUG 92 | ENTER/EDIT RECURRING EXPENDITURES V11 |
| Contract Number: | Contract Modification Number: |
| Obligation Number: | Net Unliquidated Balance: |
| Object Class Code: | F/T: |
| Vendor Code: | Name: |
| Vendor Address Code: | ADP Work Code: |
| Address: | |
| Description: | |
| Start Date: | Expiration Date: |
| Number of Payments: | Payment Period: Month(s) |
| Incremental Expenditure Amount: | |
| Status: | |
| Char Mode: Replace Page 1 Count: 48 | |
| Exit: ALT-F10 | |

CONTRACT NUMBER is a 16 character field. Enter a valid contract number and press *Next Field*.

CONTRACT MODIFICATION NUMBER is a 3 digit field. Enter a valid contract modification number and press *Execute Query*.

The following fields are populated: obligation number, net unliquidated balance, object class code, F/T, vendor code, name, vendor address code, adp work code and address.

The system checks to make sure that the obligation for the contract and contract modification number has not been canceled. An error message is displayed if this occurs.

The system also checks to see if a recurring expenditure record has already been created for the contract and contract modification number. If so, the user may edit the following fields: description, start date, expiration date, number of payments, payment period, incremental expenditure amount and status.

| U I S | |
|-------------------------------------|---------------------------------------|
| 10-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES U11 |
| Contract Number: | Contract Modification Number: |
| Obligation Number: | Net Unliquidated Balance: |
| Object Class Code: | F/T: |
| Vendor Code: | Name: |
| Vendor Address Code: | ADP Work Code: |
| Address: | |
| Description: | |
| Start Date: | Expiration Date: |
| Number of Payments: | Payment Period: Month(s) |
| Incremental Expenditure Amount: | |
| Status: | |
| Char Mode: Replace Page 1 Count: #0 | |
| Exit: ALT-F10 | |

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the contract number and contract modification number.

NET UNLIQUIDATED BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining balance that is associated with the obligation number.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field. Displayed is the vendor address code that is associated with the vendor code.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 18 AUG 92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/T: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

ADDRESS consists of the address, city, state, zipcode, country code, area code and telephone number.

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the recurring expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

START DATE is a 9 character field that defines the date to begin processing the expenditure. Enter the start date (DD-MON-YY) and press *Next Field*. If the format is invalid a message is displayed. The system checks to make sure the start date is greater than or equal to the current date. An error message is displayed if this condition is not met.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 18-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/T: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

EXPIRATION DATE is a 9 character field that defines the date to stop processing the expenditure. Enter the expiration date (DD-MON-YY) and press *Next Field*. If the format is invalid a message is displayed. The system checks to make sure the expiration date is greater than or equal to the start date. An error message is displayed if this condition is not met.

NUMBER OF PAYMENTS is a 2 digit field that defines how many times a payment is made. Enter the number of payments and press *Next Field*.

PAYMENT PERIOD is a 2 digit field that defines how often a payment will be made. Enter the payment period (i.e. 3 - for every 3 months) and press *Next Field*.

INCREMENTAL EXPENDITURE AMOUNT is a 13 digit field that defines the expenditure amount for one specific payment. Enter the incremental expenditure amount and press *Next Field*.

The system calculates the total expenditure amount by multiplying the number of payments by the incremental expenditure amount. This total expenditure amount must be less than or equal to the net unliquidated balance of the obligation. An error message is displayed if this condition is not met.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 18-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/T: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: 48 | | |
| Exit: ALT-F10 | | |

STATUS is a 1 character field which defaults to (A)ctive. To accept the default press *Save Transaction*. To override the default, enter an (I)nactive and press *Save Transaction*. The only valid entries are (A)ctive or (I)nactive.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Enter/Edit Recurring Expenditures screen.

5.8 Edit Automatic Scheduling (V41)

This screen allows the user to modify the obligation number, vendor code and amount if necessary for a particular obligation. Once modified, the record can be reprocessed for automatic scheduling.

| | |
|-------------------------------------|---------------------------|
| U 1 8 | |
| 99-MAR-92 | EDIT AUTOMATIC SCHEDULING |
| U41 | |
| Obligation Number: [REDACTED] | |
| Obligation Number: [REDACTED] | |
| Vendor Code: [REDACTED] | |
| Amount: [REDACTED] | |
| Acceptance Flag: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

OBLIGATION NUMBER is a 9 character field. Enter the Obligation number and press *Execute Query*. A message is displayed if the obligation number is invalid or if a record is not retrieved.

OBLIGATION NUMBER is a 9 character field. This obligation number defaults to the obligation number entered above. To accept the default press *Next Field*. To override the default enter an obligation number and press *Next Field*. A message is displayed if the obligation is invalid.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number. To accept the default press *Next Field*. To override the default enter a vendor code and press *Next Field*. a message is displayed if the vendor code is invalid.

| | | |
|---|---------------------------|-----|
| U I S | | |
| 09-MAR-92 | EDIT AUTOMATIC SCHEDULING | U41 |
| Obligation Number: [REDACTED] | | |
| Obligation Number: [REDACTED] | | |
| Vendor Code: [REDACTED] | | |
| Amount: [REDACTED] | | |
| Acceptance Flag: [REDACTED] | | |
| Char Mode: Replace Page: 1 Count: 09 Exit: ALT-F10 | | |

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the obligation amount that is associated with the obligation number. To accept the default press *Next Field*. To override the default enter the obligation amount and press *Next Field*.

ACCEPTANCE FLAG is a 1 character field which defaults to (R)ejected. To accept the default press *Save Transaction*. To override the default enter an (I)n Progress and press *Save Transaction*. The only valid entries are (I)n Progress and (R)ejected.

NOTES

Press *Clear Form* to clear all fields or press *Exit/Cancel* to exit the Edit Automatic Scheduling screen.

5.9 Enter/Edit Invoice Details (V33)

This screen allows the user to enter/edit information for a particular invoice.

| U I S | | | |
|-----------------------------|----------------------------|--------------|------------|
| 17-AUG-92 | ENTER/EDIT INVOICE DETAILS | | V33 |
| Invoice Number: | 2000 | Vendor Code: | 0000000001 |
| Invoice Date: | | Due Date: | |
| Invoice Receipt Date: | 17-AUG-92 | | |
| Invoice Terms Code: | | Days: | %: Net: |
| Gross Amount: | | | |
| Earnings Period Start Date: | | | |
| Earnings Period Stop Date: | | | |

Char Mode: Replace Page 1 Count: #0
Exit: ALT-F10

INVOICE NUMBER is a 15 character field. Enter the invoice number and press *Next Field*.

VENDOR CODE is a 10 character field. Enter the vendor code and press *Execute Query*.

INVOICE DATE is a 9 character field. Enter the invoice date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

DUE DATE is a 9 character field. Enter the invoice due date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

| U I S | |
|-------------------------------------|----------------------------|
| 17-AUG 92 | ENTER/EDIT INVOICE DETAILS |
| U33 | |
| Invoice Number: 2000 | Vendor Code: 0000000001 |
| Invoice Date: | Due Date: |
| Invoice Receipt Date: 17-AUG-92 | |
| Invoice Terms Code: | Days: %: Net: |
| Gross Amount: | |
| Earnings Period Start Date: | |
| Earnings Period Stop Date: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

INVOICE RECEIPT DATE is a 9 character field that defaults to the current date. To accept the default press *Next Field*. To override the default enter an invoice receipt date and press *Next Field*. The invoice receipt date must be less than or equal to the current date.

INVOICE TERMS CODE is a 2 character field that identifies payment terms offered on an invoice. Enter the invoice terms code and press *Next Field*. If the terms code is unknown press *List Values* and select a terms code. Days, %, and net are populated.

DAYS is a field associated with the invoice terms code. Days is the number of days used to calculate the valid discount.

% is a field associated with the invoice terms code. Percent (%) is the actual percent of the discounts.

NET is a field associated with the invoice terms code. Net days is the number of days that the net amount is due.

| U I S | |
|-------------------------------------|----------------------------|
| 17-AUG-92 | ENTER/EDIT INVOICE DETAILS |
| Invoice Number: 2000 | Vendor Code: 0000000001 |
| Invoice Date: | Due Date: |
| Invoice Receipt Date: 17-AUG-92 | |
| Invoice Terms Code: | Days: %: Net: |
| Gross Amount: | |
| Earnings Period Start Date: | |
| Earnings Period Stop Date: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

GROSS AMOUNT is a 13 digit field including 2 decimal places. Enter the total amount of the invoice and press *Next Field*.

EARNINGS PERIOD START DATE is a 9 character field. Enter the earnings period start date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

EARNINGS PERIOD STOP DATE is a 9 character field. Enter the earnings period stop date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is invalid.

NOTE: Once all necessary fields have been entered press *Save Transaction*.

6. OBLIGATE FUNDS

6.1 Overview

The Obligate Funds role is primarily used for creating and modifying obligations. The Chief of Finance and Accounting Branch and designated employees from the Accounting Sections have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The main menu for the Obligate Funds role is shown below.

| U I S | | |
|---|---------------------------------------|-----|
| 19-AUG-92 | VENDOR INFORMATION SYSTEM - MAIN MENU | UIS |
| Menu Options: | | |
| 1. | OBLIGATE FUNDS | |
| 2. | MODIFY OBLIGATION | |
| 0. | REPORTS | |
| UIS UserID J4XXTEST Role JOBLIGATOR | | |
| Please enter an option and press SELECT OPTION (NEXT FIELD): | | |
| Enter a menu option, screen code, (P) for previous menu, or (ROLE) to go directly to the role selection screen to change roles. | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

6.2 Obligate Funds (V1)

This screen is the initial entry point for VIS. It creates obligations for civil, military and revolving fund appropriations and generates an obligation transaction for COEMIS updating.

| U I S | |
|--|---|
| 23 AUG 92 | CREATE OBLIGATION |
| U1 | |
| Commitment Document Number: [REDACTED] | Obligation Doc Nbr: [REDACTED] |
| Contract Number: [REDACTED] | Contract Mod Nbr: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] Transaction Date: [REDACTED] |
| Address: [REDACTED] ([REDACTED]) [REDACTED] - [REDACTED] | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] |
| Obligation Amount: [REDACTED] | F/I: [REDACTED] Object Class: [REDACTED] |
| Date of Award: [REDACTED] | FOB Date: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALI-F10 | |

COMMITMENT DOCUMENT NUMBER is a 9 character field. Enter the commitment document number and press *Next Field*.

OBLIGATION DOC NBR is a 9 character field. Enter the obligation document number and press *Next Field*. If the obligation document number already exists a message is displayed.

CONTRACT NUMBER is a 16 character field. Enter the contract number and press *Next Field*.

CONTRACT MOD NBR is a 3 digit field. This number references the associated contract number. Enter the contract mod number and press *Next Field*.

| U I S | |
|--|---|
| 23 AUG 92 | CREATE OBLIGATION |
| Commitment Document Number: [REDACTED] | Obligation Doc Mbr: [REDACTED] |
| Contract Number: [REDACTED] | Contract Mod Mbr: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] Transaction Date: [REDACTED] |
| Address: [REDACTED] ([REDACTED]) [REDACTED] - [REDACTED] | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] |
| Obligation Amount: [REDACTED] | F/Y: [REDACTED] Object Class: [REDACTED] |
| Date of Award: [REDACTED] | FOB Date: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALI-F10 | |

VENDOR CODE is a 10 character field. Enter the vendor code and press *Next Field*. The vendor name is then populated. If the vendor code is invalid a message is displayed. If the vendor code is unknown press *List Values*, select a vendor code, and press *Next Field*.

NAME is a 40 character field which contains the vendor name associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field which defaults to '01'. To modify, enter the vendor address code and press *Next Field*. A message is displayed if the address code is invalid. The vendor address code is associated with the vendor code and populates address information. If the vendor address code is unknown press *List Values*, select a vendor address code, and press *Next Field*.

ORG CODE is a 2 character field. Enter the organization code and press *Next Field*. A message is displayed if the org code is invalid. If the org code is unknown press *List Values*, select an org code, and press *Next Field*.

| U I S | |
|--|---|
| 28-AUG-92 | CREATE OBLIGATION |
| Commitment Document Number: [REDACTED] | Obligation Doc Mbr: [REDACTED] |
| Contract Number: [REDACTED] | Contract Mod Mbr: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] Transaction Date: [REDACTED] |
| Address: [REDACTED] ([REDACTED]) [REDACTED] - [REDACTED] | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] |
| Obligation Amount: [REDACTED] | F/Y: [REDACTED] Object Class: [REDACTED] |
| Date of Award: [REDACTED] | FOB Date: [REDACTED] |
| Char Mode: Replace Page 1 Count: 40 | |
| Exit: ALT-F10 | |

TRANSACTION DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default enter a date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is incorrect.

ADDRESS is a field which contains address information associated with the vendor code and vendor name. Displayed is the street address, city, state, zip code, country, area code and phone number.

ADP WORK CODE is a 15 character field. Enter the adp work code and press *Next Field*. If the adp work code is invalid a message is displayed. Local appropriation number is populated in association with the adp work code.

LOCAL APPROPRIATION NUMBER is a 9 character field which is associated with the adp work code. To accept the default press *Next Field*. To override the default enter a local appropriation number and press *Next Field*. A message is displayed if the local appropriation number is invalid.

| U I S | | |
|-------------------------------------|-----------------------------|---------------------|
| 28 AUG 92 | CREATE OBLIGATION | U1 |
| Commitment Document Number: | | Obligation Doc Mbr: |
| Contract Number: | | Contract Mod Mbr: |
| Vendor Code: | Name: | |
| Vendor Address Code: | Org Code: | Transaction Date: |
| Address: | | |
| ADP Work Code: | Local Appropriation Number: | |
| Obligation Amount: | F/T: | Object Class: |
| Date of Award: | FOB Date: | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

OBLIGATION AMOUNT is a 13 digit field which includes 2 decimal places. Enter the obligation amount and press *Next Field*.

F/T is a 3 character field which represents an accounting element. Enter the F/T and press *Next Field*. A message is displayed if the F/T is invalid. If the F/T is unknown press *List Values*, select a F/T, and press *Next Field*.

OBJECT CLASS is a 4 character field. Enter the object class and press *Next Field*. A message is displayed if the object class is invalid. If the object class is unknown press *List Values*, select an object class, and press *Save Transaction*.

DATE OF AWARD is a 9 character field. The default is the current date. To accept the default press *Next Field*. To override the default enter a contract date of award and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is incorrect.

| U I S | |
|--|---|
| 23-AUG-92 | CREATE OBLIGATION U1 |
| Commitment Document Number: [REDACTED] | Obligation Doc Nbr: [REDACTED] |
| Contract Number: [REDACTED] | Contract Mod Nbr: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] Transaction Date: [REDACTED] |
| Address: [REDACTED] ([REDACTED]) [REDACTED] - [REDACTED] | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] |
| Obligation Amount: [REDACTED] | F/I: [REDACTED] Object Class: [REDACTED] |
| Date of Award: [REDACTED] | FOB Date: [REDACTED] |
| Char Mode: Replace Page 1 Count: =6 | |
| Exit: ALY-F18 | |

FOB DATE is a 9 character field. Enter an FOB date and press *Next Field*. Format is DD-MON-YY. A message is displayed if the format is incorrect.

| U I S | | | |
|-------------------------------------|-------------------|----|------|
| 18 AUG 92 | CREATE OBLIGATION | | U1 |
| Discount Terms Code: | Days: | %: | Net: |
| Requisition ID: | | | |
| Hand Receipt ID: | Name: | | |
| Retained Percentage: | Freight Code: | | |
| Obligation Description: | | | |
| Char Mode: Replace Page 2 Count: 40 | | | |
| Exit: ALT-F10 | | | |

DISCOUNT TERMS CODE is a 2 character field. Enter the discount terms code and press *Next Field*. A message is displayed if the code is invalid. If the discount terms code is unknown press *List Values*, select a discount terms code, and press *Next Field*.

DAYS is a field associated with the discount terms code. Days is the number of days used to calculate the valid discount.

% is a field associated with the discount terms code. Percent (%) is the actual percent of the discounts.

NET is a field associated with the discount terms code. Net days is the number of days that the net amount is due.

REQUISITION ID is a 16 character field. Enter the requisition id and press *Next Field*.

HAND RECEIPT ID is a 4 character field. Enter the hand receipt id and press *Next Field*.

| U I S | | | |
|-------------------------------------|-------------------|----|------|
| 10-AUG-92 | CREATE OBLIGATION | | U1 |
| Discount Terms Code: | Days: | %: | Net: |
| Requisition ID: | | | |
| Hand Receipt ID: | Name: | | |
| Retained Percentage: | Freight Code: | | |
| Obligation Description: | | | |
| Char Mode: Replace Page 2 Count: 00 | | | |
| Exit: ALT-F10 | | | |

NAME is a 25 character field. Displayed is the name of the hand receipt holder.

RETAINED PERCENTAGE is a 4 digit field. Enter the retained percent and press *Next Field*.

FREIGHT CODE is a 1 character field which defaults to 'D'. To accept the default press *Next Field*. To override the default, enter the appropriate freight code and press *Next Field*. The only valid entries are 'D', 'O' and 'N'.

OBLIGATION DESCRIPTION is a 30 character field. Enter the description for the obligation and press *Save Transaction*.

| U I S | |
|--|--|
| 28-AUG-92 | CREATE OBLIGATION |
| U1 | |
| Commitment Document Number: [REDACTED] | Obligation Doc Mbr: [REDACTED] |
| Contract Number: [REDACTED] | Contract Mod Mbr: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Vendor Address Code: [REDACTED] | Org Code: [REDACTED] |
| Transaction Date: [REDACTED] | |
| Address: [REDACTED] | |
| ([REDACTED]) [REDACTED] - [REDACTED] | |
| ADP Work Code: [REDACTED] | Local Appropriation Number: [REDACTED] |
| Obligation Amount: [REDACTED] | F/I: [REDACTED] |
| Object Class: [REDACTED] | |
| Date of Award: [REDACTED] | FDB Date: [REDACTED] |
| Char Mode: Replace Page 1 | |
| Count: #0 | |
| Exit: ALT-F10 | |

DUPLICATE OBLIGATION

For travel obligations only, press *Duplicate Obligation* to duplicate travel obligation information. The obligation number, vendor code, name, address code, address and obligation amount are erased so you can reenter another travel obligation associated with the same commitment number. Duplicate Obligation is used to record a second obligation liquidating a commitment (ie. first obligation is per diem for a traveler, the second obligation is to pay for airfare, (SATO)(CITICORP) etc.)

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Create Obligation screen.

6.3 Modify Obligation (V3)

This screen allows the user to modify a previously established obligation. If amounts are adjusted, an obligation transaction for the adjustment is created for COEMIS updating.

| U I S | | |
|---|------------------------------------|---------------------------------|
| 18-AUG-92 | EDIT/ADJUST OBLIGATION | V3 |
| Obligation Document Nbr: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Vendor Code: [REDACTED] | | Transaction Date: [REDACTED] |
| Vendor Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] |
| Address: [REDACTED] | | |
| ADP Work Code: [REDACTED] ([REDACTED]) [REDACTED] | | |
| Net Unliquidated Balance: [REDACTED] | | |
| Commitment Document Nbr: [REDACTED] | | Requisition ID: [REDACTED] |
| Hand Receipt: [REDACTED] | Obligation Description: [REDACTED] | |
| Gross Obligation Amount: [REDACTED] | | Adjustment Amount: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NBR is a 9 character field. Enter the obligation number and press *Execute Query*. A message is displayed if the obligation number is invalid or if no records were retrieved. If the obligation number is unknown press *List Values* and select an obligation number. All fields will be populated and the cursor will advance to the transaction date. Press *Next Field* to skip this field. The obligation number or the contract number and contract mod number must be entered.

CONTRACT NUMBER is a 16 character field. Enter the contract number and press *Next Field* if it has not previously been populated. A message is displayed if the contract number is invalid. If the contract number is unknown press *List Values*, select a contract number, and press *Next Field*. The obligation number or the contract number and contract mod number must be entered.

| U I S | | |
|-------------------------------------|--------------------------------------|-----------------|
| 18-AUG-92 | EDIT/ADJUST OBLIGATION | U3 |
| Obligation Document Nbr: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Transaction Date: [REDACTED] | |
| Vendor Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | Object Class Code: [REDACTED] | F/Y: [REDACTED] |
| Address: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| Commitment Document Nbr: [REDACTED] | Requisition Id: [REDACTED] | |
| Hand Receipt: [REDACTED] | Obligation Description: [REDACTED] | |
| Gross Obligation Amount: [REDACTED] | Adjustment Amount: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

CONTRACT MOD NUMBER is a 3 digit field. Enter the contract modification number and press *Execute Query* if it has not previously been populated. All fields will be populated and the cursor will advance to the transaction date.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

TRANSACTION DATE is a 9 character field which defaults to the date the obligation was initially created. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

VENDOR NAME is a 40 character field which displays the name of the vendor associated with the vendor code.

VENDOR ADDRESS CODE is a 2 character field. Press *Next Field* to accept the default. To override the default enter a vendor address code and press *Next Field*. If the code is invalid a message is displayed. If the vendor address code is unknown press *List Values* and select a vendor address code.

| U I S | | |
|-------------------------------------|--------------------------------------|-----------------|
| 18-AUG-92 | EDIT/ADJUST OBLIGATION | U3 |
| Obligation Document Mbr: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Transaction Date: [REDACTED] | |
| Vendor Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] |
| Address: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| Commitment Document Mbr: [REDACTED] | Requisition Id: [REDACTED] | |
| Hand Receipt: [REDACTED] | Obligation Description: [REDACTED] | |
| Gross Obligation Amount: [REDACTED] | Adjustment Amount: [REDACTED] | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

OBJECT CLASS CODE is a 4 character field. Press *Next Field* to accept the default. To override the default enter an object class code and press *Next Field*. If the code is invalid a message is displayed. If the code is unknown press *List Values* and select an object class code.

F/T is a 3 character field. Press *Next Field* to accept the default. To override the default enter a F/T and press *Next Field*. A message is displayed if the F/T is invalid. If the F/T is unknown press *List Values* and select a F/T.

ADDRESS is a field which contains address information associated with the vendor code and vendor name. Displayed is the street address, city, state, zip code, country, area code and phone number.

ADP WORK CODE is a 15 character field. It is associated with the initial obligation.

NET UNLIQUIDATED BALANCE is a 13 digit field which includes 2 decimal places. This is the remaining balance in the obligation.

| U I S | | |
|-------------------------------------|--------------------------------------|---------------------------------|
| 18-AUG-92 | EDIT/ADJUST OBLIGATION | U3 |
| Obligation Document Mbr: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Vendor Code: [REDACTED] | | Transaction Date: [REDACTED] |
| Vendor Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] |
| Address: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| Commitment Document Mbr: [REDACTED] | | Requisition Id: [REDACTED] |
| Hand Receipt: [REDACTED] | Obligation Description: [REDACTED] | |
| Gross Obligation Amount: [REDACTED] | | Adjustment Amount: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALY-F10 | | |

COMMITMENT DOCUMENT NBR is a 9 character field. It is associated with the initial obligation. Press *Next Field* to accept the default. To override the default enter a commitment document number and press *Next Field*.

REQUISITION ID is a 16 character field. Press *Next Field* to accept the default. To override the default enter the requisition id and press *Next Field*.

HAND RECEIPT is a 4 character field. Press *Next Field* to accept the default. To override the default enter the hand receipt id and press *Next Field*.

OBLIGATION DESCRIPTION is a 30 character field. Press *Next Field* to accept the default. To override the default enter the description for the obligation and press *Next Field*.

GROSS OBLIGATION AMOUNT is a 13 digit field which includes 2 decimal places. This is the total obligation amount.

ADJUSTMENT AMOUNT is a 13 digit field which includes 2 decimal places. Enter the amount in which to adjust the obligation and press *Save Transaction*.

| U I S | | |
|-------------------------------------|--------------------------------------|-----------------|
| 18-AUG-92 | EDIT/ADJUST OBLIGATION | U3 |
| Obligation Document Mbr: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Vendor Code: [REDACTED] | Transaction Date: [REDACTED] | |
| Vendor Name: [REDACTED] | | |
| Vendor Address Code: [REDACTED] | Object Class Code: [REDACTED] | P/T: [REDACTED] |
| Address: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| Commitment Document Mbr: [REDACTED] | Requisition Id: [REDACTED] | |
| Hand Receipt: [REDACTED] | Obligation Description: [REDACTED] | |
| Gross Obligation Amount: [REDACTED] | Adjustment Amount: [REDACTED] | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Edit/Adjust Obligation screen.

7. PROCESS EXPENDITURES

7.1 Overview

The Process Expenditures role is primarily used for entering all types of expenditures. The Chief of the Finance and Accounting Branch, designated employees in the Accounting Sections, Examination Section as well as employees in the Logistics Office have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The main menu for the Process Expenditures role is shown below.

```

      U I S
19-AUG-92 | VENDOR INFORMATION SYSTEM - MAIN MENU | UIS
-----
Menu Options:
3. ENTER EXPENDITURE
4. CANCEL EXPENDITURE
8. REPORTS
13. ENTER/EDIT RECURRING EXPENDITURES
15. CREATE RETAINED PERCENT DOCUMENT
16. ADJUST RETAINED PERCENT DOCUMENT

UIS UserID J4XTEST Role JRECEIVER

Please enter an option and press SELECT OPTION (NEXT FIELD):
Enter a menu option, screen code, (P) for previous menu, or (ROLE)
to go directly to the role selection screen to change roles.

Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10
```

7.2 Enter Expenditure (V8)

This screen records receiving action and generates an expenditure transaction for COEMIS updating.

| U I S | | |
|--|--------------------------------|---|
| 19-AUG-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBD?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter an obligation document number and press *Execute Query*. If the obligation document number is invalid, an error message is displayed. The following fields are populated: contract number, contract mod number, net unliquidated balance, object class code, item code, adp work code, vendor code, name and org code. The cursor advances to the transaction date.

CONTRACT NUMBER is a 16 character field. If the obligation document number is skipped, enter the contract number and press *Next Field*.

CONTRACT MOD NUMBER is a 3 digit field. If a Contract Number is entered, enter the Contract Modification Number and press *Execute Query*. The following fields are populated: obligation document number, net unliquidated balance, object class code, item code, adp work code, vendor code, name and org code. The cursor advances to the transaction date.

| U I S | | |
|--|--------------------------------|---|
| 19-AUG-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | YB07: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

TRANSACTION DATE is a 9 character field. Displayed is the transaction date of the obligation. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

NET UNLIQUIDATED BALANCE is a 13 digit field. Displayed is the remaining obligation balance that is associated with the obligation number.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T code that is associated with the obligation number.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

| U I S | | |
|--|---|---|
| 19-AUG-92 | ENTER RECEIVING REPORT | 08 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Transaction Date: 19-AUG-92 | Net Unliquidated Balance: [REDACTED] | |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TB07: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | Expenditure Document Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

ORGANIZATION CODE is a 2 character field. Displayed is the organization code that is associated with the obligation number.

DELIVERY DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct delivery date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. If the delivery date is less than or equal to the date of the obligation, a warning will be issued to the user. Delivery date must be less than or equal to the current date. An error message is displayed if this condition is not met.

ACCEPTANCE DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct acceptance date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. The acceptance date must be greater than or equal to the delivery date. An error message is displayed if this condition is not met.

| U I S | | |
|--|---|---|
| 19-AUG-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | |
| Transaction Date: 19-AUG-92 | Net Unliquidated Balance: [REDACTED] | |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | Expenditure Document Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: *0 | | |
| Exit: ALT-F10 | | |

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

PARTIAL/FINAL FLAG is a 1 character field which defaults to (P)artial. To accept the default press *Next Field*. To override the default, enter a (F)inal and press *Next Field*. The only valid entries are (P)artial or (F)inal. Partial/Final Flag cannot be marked (F)inal if a final expenditure already exists for the obligation. An error message is displayed if this occurs.

PARTIAL PAY NUMBER is a 3 digit field which contains a number sequentially generated by the system.

TBO is a 1 character field which defaults to (N)o. To accept the default press *Next Field*. If the flag is set to (N)o, the cursor advances to expenditure amount. To override the default, enter a (Y)es and press *Next Field*. If the flag is set to (Y)es, the cursor advances to the DSSN number. The only valid entries are (Y)es or (N)o. The only time the default can be changed to (Y)es is when the expenditure is Military.

| U I S | | |
|--|--------------------------------|---|
| 19-AUG-92 | ENTER RECEIVING REPORT | U8 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

DSSN is a 4 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the DSSN number and press *Next Field*. DSSN must be entered if TBO.

CYCLE is a 2 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the cycle number and press *Next Field*. Cycle number must be entered if TBO.

EXPENDITURE AMOUNT is a 13 digit field. Enter the amount to be expended. At this point the transaction is saved by pressing *Save Transaction*. Amount entered cannot be greater than the net unliquidated balance of the obligation. An error message is displayed if this occurs.

EXPENDITURE DOCUMENT NUMBER is a 9 character field. This number is generated by the system and is populated after the transaction is saved.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Enter Receiving Report screen.

7.3 Cancel Expenditure (V10)

This screen allows the user to cancel an expenditure not previously scheduled.

| U I S | |
|--|-----------------------------|
| 19-AUG-92 | CANCEL EXPENDITURE |
| U10 | |
| Expenditure Document Number: | Transaction Date: 19-AUG-92 |
| Vendor Name: | |
| Description: | |
| ADP Work Code: | Amount: |
| New Expenditure Number: | |
| Do you want to cancel this expenditure? (Y/N): | |
| Char Mode: Replace Page 1 Count: 08 | |
| Exit: ALT-F10 | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. If the number is invalid or a record is not retrieved a message will be displayed. If the expenditure number is unknown press *List Values* and select a number. All fields are populated.

TRANSACTION DATE is a 9 character field. Displayed is the transaction date of the obligation. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

VENDOR NAME is a 40 character field which displays the vendor name associated with the expenditure.

DESCRIPTION is a field which displays expenditure information. For Revolving Fund only, enter a description stating why the expenditure is being canceled and press *Next Field*.

| U I S | |
|--|-----------------------------|
| 19-AUG-92 | CANCEL EXPENDITURE U10 |
| Expenditure Document Number: [REDACTED] | Transaction Date: 19-AUG-92 |
| Vendor Name: [REDACTED] | |
| Description: [REDACTED] | |
| ADP Work Code: [REDACTED] | Amount: [REDACTED] |
| New Expenditure Number: [REDACTED] | |
| Do you want to cancel this expenditure? (Y/N): <input checked="" type="checkbox"/> | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

ADP WORK CODE is a 15 character field. Displayed is the adp work code associated with the expenditure.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the expenditure amount which is going to be canceled.

NEW EXPENDITURE NUMBER is a 9 character field. Displayed is the new expenditure number for Revolving Fund, only if the current expenditure has been sent to COEMIS.

DO YOU WANT TO CANCEL THIS EXPENDITURE? (Y/N) is a 1 character field which defaults to (N)o. To accept the default press *Save Transaction*. To override the default enter a (Y)es and press *Save Transaction*. If a (Y)es or (N)o is not entered a message is displayed.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Cancel Expenditure screen.

7.4 Enter/Edit Recurring Expenditures (V11)

This screen creates a recurring expenditure record that will be used to record the expenditure and generate an expenditure transaction for COEMIS updates.

| U I S | |
|-------------------------------------|-----------------------------------|
| 19-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES |
| U11 | |
| Contract Number: | Contract Modification Number: |
| Obligation Number: | Net Unliquidated Balance: |
| Object Class Code: | F/T: |
| Vendor Code: | Name: |
| Vendor Address Code: | ADP Work Code: |
| Address: | |
| Description: | |
| Start Date: | Expiration Date: |
| Number of Payments: | Payment Period: |
| Incremental Expenditure Amount: | Month(s) |
| Status: | |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

CONTRACT NUMBER is a 16 character field. Enter a valid contract number and press *Next Field*.

CONTRACT MODIFICATION NUMBER is a 3 digit field. Enter a valid contract modification number and press *Execute Query*.

The following fields are populated: obligation number, net unliquidated balance, object class code, F/T, vendor code, name, vendor address code, adp work code and address.

The system checks to make sure that the obligation for the contract and contract modification number has not been canceled. An error message is displayed if this occurs.

The system also checks to see if a recurring expenditure record has already been created for the contract and contract modification number. If so, the user may edit the following fields: description, start date, expiration date, number of payments, payment period, incremental expenditure amount and status.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 19-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/T: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the contract number and contract modification number.

NET UNLIQUIDATED BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining balance that is associated with the obligation number.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation number.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 19-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/Y: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

VENDOR ADDRESS CODE is a 2 character field. Displayed is the vendor address code that is associated with the vendor code.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

ADDRESS consists of the address, city, state, zipcode, country code, area code and telephone number.

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the recurring expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

START DATE is a 9 character field that defines the date to begin processing the expenditure. Enter the start date (DD-MON-YY) and press *Next Field*. If the format is invalid a message is displayed. The system checks to make sure the start date is greater than or equal to the current date. An error message is displayed if this condition is not met.

| U I S | | |
|-------------------------------------|-----------------------------------|-------------------------------|
| 19-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | | Contract Modification Number: |
| Obligation Number: | | Net Unliquidated Balance: |
| Object Class Code: | | F/T: |
| Vendor Code: | | Name: |
| Vendor Address Code: | | ADP Work Code: |
| Address: | | |
| Description: | | |
| Start Date: | | Expiration Date: |
| Number of Payments: | | Payment Period: |
| Incremental Expenditure Amount: | | Month(s) |
| Status: | | |
| Char Mode: Replace Page 1 Count: 49 | | |
| Exit: ALT-F10 | | |

EXPIRATION DATE is a 9 character field that defines the date to stop processing the expenditure. Enter the expiration date (DD-MON-YY) and press *Next Field*. If the format is invalid a message is displayed. The system checks to make sure the expiration date is greater than or equal to the start date. An error message is displayed if this condition is not met.

NUMBER OF PAYMENTS is a 2 digit field that defines how many times a payment is made. Enter the number of payments and press *Next Field*.

PAYMENT PERIOD is a 2 digit field that defines how often a payment will be made. Enter the payment period (i.e. 3 - for every 3 months) and press *Next Field*.

INCREMENTAL EXPENDITURE AMOUNT is a 13 digit field that defines the expenditure amount for one specific payment. Enter the incremental expenditure amount and press *Next Field*.

The system calculates the total expenditure amount by multiplying the number of payments by the incremental expenditure amount. This total expenditure amount must be less than or equal to the net unliquidated balance of the obligation. An error message is displayed if this condition is not met.

| U I S | | |
|-------------------------------------|-----------------------------------|----------|
| 19-AUG-92 | ENTER/EDIT RECURRING EXPENDITURES | U11 |
| Contract Number: | Contract Modification Number: | |
| Obligation Number: | Net Unliquidated Balance: | |
| Object Class Code: | F/T: | |
| Vendor Code: | Name: | |
| Vendor Address Code: | ADP Work Code: | |
| Address: | | |
| Description: | | |
| Start Date: | Expiration Date: | |
| Number of Payments: | Payment Period: | Month(s) |
| Incremental Expenditure Amount: | | |
| Status: | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

STATUS is a 1 character field which defaults to (A)ctive. To accept the default press *Save Transaction*. To override the default, enter an (I)nactive and press *Save Transaction*. The only valid entries are (A)ctive or (I)nactive.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Enter/Edit Recurring Expenditures screen.

7.5 Create Retained Percent Document (V47)

This screen creates a retained percent document and generates an expenditure transaction for COEMIS updating

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | | Partial Pay Number: [REDACTED] |
| TBD7: [REDACTED] | | DSSN: [REDACTED] |
| Cycle: [REDACTED] | | |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

OBLIGATION DOCUMENT NUMBER is a 9 character field. Enter an obligation document number and press *Execute Query*. If the obligation document number is invalid, an error message is displayed. The following fields are populated: contract number, contract mod number, net unliquidated balance, object class code, F/T, adp work code, vendor code, name, and org code. The cursor advances to the transaction date. The system checks to see if a retained percent document already exists for the obligation. An error message is displayed if this occurs.

CONTRACT NUMBER is a 16 character field. If the obligation document number is skipped, enter the contract number and press *Next Field*.

CONTRACT MOD NUMBER is a 3 digit field. If a Contract Number is entered, enter the Contract Modification Number and press *Execute Query*. The following fields are populated: obligation document number, net unliquidated balance, object class code, item code, adp work code, vendor code, name, and org code. The cursor advances to the transaction date.

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TB07: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 09 | | |
| Exit: ALT-F10 | | |

TRANSACTION DATE is a 9 character field. Displayed is the transaction date of the obligation. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

NET UNLIQUIDATED BALANCE is a 13 digit field. Displayed is the remaining balance of the obligation.

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation.

F/T is a 3 character field which represents an accounting element. Displayed is the F/T that is associated with the obligation.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the obligation.

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: #0 | | |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

ORGANIZATION CODE is a 2 character field. Displayed is the organization code that is associated with the obligation.

DELIVERY DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct delivery date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. If the delivery date is less than or equal to the date of the obligation, a warning will be issued to the user. Delivery date must be less than or equal to the current date. An error message is displayed if this condition is not met.

ACCEPTANCE DATE is a 9 character field which defaults to the current date. To accept the default press *Next Field*. To override the default, enter the correct acceptance date in the format DD-MON-YY (i.e. 01-MAR-92) and press *Next Field*. The acceptance date must be greater than or equal to the delivery date. An error message is displayed if this condition is not met.

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| [REDACTED] | | |
| Char Mode: Rep! Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

DESCRIPTION is a 2 line, 60 character per line field for entering a brief description of the expenditure. Enter Line 1 of the description and press *Next Field*. Continue entering information on Line 2 of the description and press *Next Field*.

PARTIAL/FINAL FLAG is a 1 character field which defaults to (P)artial. To accept the default press *Next Field*. To override the default, enter a (F)inal and press *Next Field*. The only valid entries are (P)artial or (F)inal. Partial/Final Flag cannot be marked (F)inal if a final expenditure already exists for the obligation. An error message is displayed if this occurs.

PARTIAL PAY NUMBER is a 3 digit field which contains a number sequentially generated by the system.

TBO is a 1 character field which defaults to (N)o. To accept the default press *Next Field*. If the flag is set to (N)o, the cursor advances to the expenditure amount. To override the default, enter a (Y)es and press *Next Field*. If the flag is set to (Y)es, the cursor advances to the DSSN number. The only valid entries are (Y)es or (N)o. The default can be changed to (Y)es only when the expenditure cites a Military appropriation.

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] Name: [REDACTED] | | |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| Char Mode: Replace Page 1 Count: 40 | | |
| Exit: ALT-F10 | | |

DSSN is a 4 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the DSSN number and press *Next Field*. DSSN must be entered if TBO.

CYCLE is a 2 character field which is display only if the TBO flag is set to (N)o. If the TBO flag is set to (Y)es, then enter the cycle number and press *Next Field*. Cycle number must be entered if TBO.

EXPENDITURE AMOUNT is a 13 digit field including 2 decimal places. Enter the amount to be expended. At this point the transaction is saved by pressing *Save Transaction*. Amount entered cannot be greater than the net unliquidated balance of the obligation. An error message is displayed if this occurs.

EXPENDITURE DOCUMENT NUMBER is a 9 character field. This number is generated by the system and is populated after the transaction is saved.

| U I S | | |
|--|----------------------------------|---|
| 19-AUG-92 | CREATE RETAINED PERCENT DOCUMENT | U47 |
| Obligation Document Number: [REDACTED] | | |
| Contract Number: [REDACTED] | | Contract Mod Number: [REDACTED] |
| Transaction Date: 19-AUG-92 | | Net Unliquidated Balance: [REDACTED] |
| Object Class Code: [REDACTED] | F/T: [REDACTED] | ADP Work Code: [REDACTED] |
| Vendor Code: [REDACTED] | | Name: [REDACTED] |
| Organization Code: [REDACTED] | Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] |
| Description: [REDACTED] | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Number: [REDACTED] | TBO?: [REDACTED] DSSN: [REDACTED] Cycle: [REDACTED] |
| Expenditure Amount: [REDACTED] | | Expenditure Document Number: [REDACTED] |
| [REDACTED] | | |
| Char Mode: Replace Page 1 | | Count: =0 |
| Exit: ALT-F10 | | |

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Create Retained Percent Document screen.

7.6 Adjust Retained Percent Document (V48)

This screen allows the user to adjust a retained percent document number.

| U I S | |
|---|--------------------------------------|
| 19-AUG-92 | ADJUST RETAINED PERCENT DOCUMENT |
| U48 | |
| Expenditure Document Number: [REDACTED] | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] |
| ADP Work Code: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] |
| Description: [REDACTED] | |
| [REDACTED] | |
| Expenditure Amount: [REDACTED] | Disbursement Amount: [REDACTED] |
| Transaction Date: 19-AUG-92 | Adjustment Amount: [REDACTED] |
| Char Mode: Replace Page 1 | |
| Count: *8 | |
| Exit: ALT-F10 | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. All fields are populated. A message is displayed if the expenditure number is invalid or if a record is not retrieved.

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the expenditure number.

NET UNLIQUIDATED BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining obligation balance.

ADP WORK CODE is a 15 digit field. Displayed is the adp work code that is associated with the expenditure number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

| U I S | | |
|---|--------------------------------------|-----|
| 19-AUG-92 | ADJUST RETAINED PERCENT DOCUMENT | U48 |
| Expenditure Document Number: [REDACTED] | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| ADP Work Code: [REDACTED] | | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Description: [REDACTED] | | |
| [REDACTED] | | |
| Expenditure Amount: [REDACTED] | Disbursement Amount: [REDACTED] | |
| Transaction Date: 19-AUG-92 | Adjustment Amount: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

NAME is a 40 character field which displays the vendor name associated with the vendor code.

DESCRIPTION is a field which displays expenditure information that is entered with the initial expenditure.

EXPENDITURE AMOUNT is a 13 digit field including 2 decimal places. Displayed is the amount that is associated with the expenditure.

DISBURSEMENT AMOUNT is a 13 digit field including 2 decimal places. Displayed is the amount that the associated expenditure is disbursed.

TRANSACTION DATE is a 9 character field. Displayed is the transaction date of the obligation. To accept the default press *Next Field*. To override the default enter a transaction date and press *Next Field*. The transaction date must be less than or equal to the current date.

ADJUSTMENT AMOUNT is a 13 digit field including 2 decimal places. Enter the adjustment amount and press *Save Transaction*.

| U I S | | |
|---|--------------------------------------|-----|
| 19-AUG-92 | ADJUST RETAINED PERCENT DOCUMENT | U48 |
| Expenditure Document Number: [REDACTED] | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | |
| ADP Work Code: [REDACTED] | | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | |
| Description: [REDACTED] | | |
| [REDACTED] | | |
| Expenditure Amount: [REDACTED] | Disbursement Amount: [REDACTED] | |
| Transaction Date: 19-AUG-92 | Adjustment Amount: [REDACTED] | |
| [REDACTED] | | |
| Char Mode: Replace Page 1 Count: =0 | | |
| Exit: ALT-F10 | | |

NOTES

Press *Clear Form* to clear all fields or *Exit/Cancel* to leave the Adjust Retained Percent Document screen.

8. SYSTEMS ACCOUNTING

8.1 Overview

The Systems Accounting role is primarily used for maintaining accounting elements, appropriations, class of obligations, and object class codes. Only the Chief of RMO, Chief of the Finance and Accounting Branch, and employees of the Systems/Control Section have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The Systems Maintenance option is defined in detail in the **MAINTENANCE** section of this manual. The main menu for the Systems Accounting role is shown below.

| | | |
|--|---------------------------------------|-----|
| V I S | | |
| 19-AUG-92 | VENDOR INFORMATION SYSTEM - MAIN MENU | VIS |
| Menu Options: | | |
| 8. | REPORTS | |
| 9. | SYSTEMS MAINTENANCE | |
| VIS UserID J4XXTEST Role JSYSTEMS | | |
| Please enter an option and press SELECT OPTION (NEXT FIELD): | | |
| Enter a menu option, screen code, (P) for previous menu, or (ROLE) | | |
| to go directly to the role selection screen to change roles. | | |
| Char Mode: Replace Page 1 Count: 00 | | |
| Exit: ALT-F10 | | |

9. VIEW VIS INFORMATION

9.1 Overview

The View VIS Information role is used for report viewing. The Management Support Group in each Laboratory, Budget Branch, Audit Office, Contracting Division, Engineering and Construction Services Division, Equal Employment Opportunity Office, Office of Technical Programs and Plans, Safety Office and Security Office all have access to this role. The Reports option is defined in detail in the **REPORTS** section of this manual. The main menu for the View VIS Information role is shown below.

```

----- U I S -----
19-AUG-92  VENDOR INFORMATION SYSTEM - MAIN MENU  VIS
-----
Menu Options:
8. REPORTS
-----
VIS UserID J4XXTEST  Role JUTEU
-----
Please enter an option and press SELECT OPTION (NEXT FIELD):
Enter a menu option, screen code, (P) for previous menu, or (ROLE)
to go directly to the role selection screen to change roles.
-----
Char Mode: Replace Page 1 Count: 40
Exit: ALT-F10

```

| | | | | | |
|--|-------------------------------|------------------|--|----|--|
| 09-SEP-92 | | U I S REPORTS | | RO | |
| Menu Options: | | | | | |
| 1. | OBLIGATIONS BY ADPWC | | | | |
| 2. | OBLIGATIONS AND EXPENDITURES | | | | |
| 3. | EXPENDITURE INFORMATION | | | | |
| 4. | OBLIGATIONS BY UENDDR | | | | |
| 5. | VIEW CONTRACT INFORMATION | | | | |
| 6. | OBLIGATIONS BY REQUISITION ID | | | | |
| VIS UserID J4XXTEST Role JDISBURSING | | | | | |
| Please enter an option and press SELECT OPTION (NEXT FIELD): Enter a menu option, screen code, (P) for previous menu, or (ROLE) to go directly to the role selection screen to change roles. | | | | | |
| Char Mode: Replace Page 1 Count: 00 Exit: ALY-F10 | | | | | |

Once the Reports option is picked, a menu consisting of all available reports is displayed.

10. REPORTS

10.1 Obligations By Adpwc (V4)

This screen displays all obligations for a particular adp work code.

| U I S | | | | | |
|---|-------------------------------|-----------------|----------------------|------------------------|-----------------------|
| 09-MAR-92 | OBLIGATIONS BY ADP WORK CODES | | | | U4 |
| ADP Work Code: [REDACTED] | | | | | |
| Total Unliquidated Obligation: [REDACTED] | | | | | |
| Obligation Number | Contract Number | Contract Mod | Commitment Number | Gross Oblig. Amount | Net Unliq. Balance |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Char Mode: Replace Page 1 Count: 09 | | | | | |
| Exit: ALT-F10 | | | | | |

ADP WORK CODE is a 15 character field. Enter the adp work code and press *Execute Query*. A message is displayed if the adp work code is invalid. All fields are populated.

TOTAL UNLIQUIDATED OBLIGATION is a 13 digit field including 2 decimal places. Displayed is the total obligation balance associated with the adp work code.

OBLIGATION NUMBER is a 9 character field. Displayed are all obligation numbers that are associated with the adp work code. Press *Next Record* and *Previous Record* to scroll through the obligation numbers. Press *Duplicate Record* to call screen V5 which displays obligation and expenditure information and *Exit/Cancel* to return back to screen V4.

| U I S | | | | | |
|---|-----------------|-------------------------------|-------------------|---------------------|--------------------|
| 09-MAR-92 | | OBLIGATIONS BY ADP WORK CODES | | | U4 |
| ADP Work Code: [REDACTED] | | | | | |
| Total Unliquidated Obligation: [REDACTED] | | | | | |
| Obligation Number | Contract Number | Contract Mod | Commitment Number | Gross Oblig. Amount | Net Unliq. Balance |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Char Mode: Replace Page 1 Count: =8 | | | | | |
| Exit: ALT-F10 | | | | | |

CONTRACT NUMBER is a 15 character field. Displayed is the contract number that is associated with the obligation.

CONTRACT MOD is a 3 digit field. Displayed is the contract modification number that is associated with the contract number and obligation number.

COMMITMENT NUMBER is a 9 character field. Displayed is the commitment number that is associated with the obligation.

GROSS OBLIG. AMOUNT is a 13 digit field including 2 decimal places. Displayed is the total obligation amount for each obligation.

NET UNLIQ. BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining balance for each obligation.

NOTES

Press *Clear Form* to clear all fields or *Exit/Cancel* to leave the Obligations by ADP Work Codes screen.

10.2 Obligations and Expenditures (V5)

This screen displays detail obligation information for a particular obligation. Also included are expenditures made against the obligation.

| U I S | | | | |
|--|--------------------|---------------------------|-----------|------|
| 19-AUG-92 REVIEW AN OBLIGATION AND ITS EXPENDITURES US | | | | |
| Obligation Number: | | Gross Obligation Amount: | | |
| Commitment Number: | | Contract Number: | | Mod: |
| ADP Work Code: | | Net Unliquidated Balance: | | |
| Vendor Code: | | Name: | | |
| Initiator: | | | | |
| F/T: | Object Class Code: | Organization Code: | | |
| Requisition Id: | | Description: | | |
| Trans Date: | | Date Of Award: | FOB Date: | |

| Expenditure Number | Entry Date | Expenditure Amount | Scheduled Payment Date | Disbursement |
|--------------------|------------|--------------------|------------------------|--------------|
| | | | | |

Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10

OBLIGATION NUMBER is a 9 character field. Enter the obligation number and press *Execute Query*. A message is displayed if the number is invalid or if no expenditure information exists. If the obligation number is unknown press *List Values* to select an obligation number. All fields are populated.

GROSS OBLIGATION AMOUNT is a 13 digit field including 2 decimal places. Displayed is the total obligation amount for the associated obligation.

COMMITMENT NUMBER is a 9 character field. Displayed is the commitment number associated with the obligation.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number associated with the obligation.

10.3 Expenditure Information (V39)

This screen displays detail expenditure information for a particular expenditure document number.

| U I S | | | |
|---|--------------------------------------|----------------------------|------------------|
| 19-AUG-92 | DISPLAY EXPENDITURE INFORMATION | | U39 |
| Expenditure Document Number: [REDACTED] | | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | | |
| Description: [REDACTED] | | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Nbr: [REDACTED] | TBO: [REDACTED] | DSSH: [REDACTED] |
| Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] | | |
| Initiator: [REDACTED] | | | |
| Expenditure Amount: [REDACTED] | Scheduled Payment Date: [REDACTED] | | |
| Check Number: [REDACTED] | DOU Number: [REDACTED] | Invoice Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: =0 | | | |
| Exit: ALT-F10 | | | |

EXPENDITURE DOCUMENT NUMBER is a 9 character field. Enter the expenditure number and press *Execute Query*. A message is displayed if the expenditure number is invalid or if a record is not retrieved. All fields are populated.

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the expenditure number.

NET UNLIQUIDATED BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining balance that is associated with the obligation number.

ADP WORK CODE is a 15 character field. Displayed is the adp work code that is associated with the obligation number.

| U I S | | | |
|---|--------------------------------------|----------------------------|------------------------------------|
| 19-AUG-92 | DISPLAY EXPENDITURE INFORMATION | | U39 |
| Expenditure Document Number: [REDACTED] | | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | | |
| Description: [REDACTED] | | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Mbr: [REDACTED] | TBO: [REDACTED] | DSSN: [REDACTED] Cycle: [REDACTED] |
| Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] | | |
| Initiator: [REDACTED] | | | |
| Expenditure Amount: [REDACTED] | Scheduled Payment Date: [REDACTED] | | |
| Check Number: [REDACTED] | DOU Number: [REDACTED] | Invoice Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: =0 | | | |
| Exit: ALY-F10 | | | |

OBJECT CLASS CODE is a 4 character field. Displayed is the object class code that is associated with the obligation number.

F/T is a 3 character field which represent an accounting element. Displayed is the F/T that is associated with the obligation number.

VENDOR CODE is a 10 character field. Displayed is the vendor code that is associated with the expenditure number.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with the obligation number.

CONTRACT MOD NUMBER is a 3 digit field. Displayed is the contract modification number that is associated with the contract number and obligation number.

| U I S | | | |
|---|--------------------------------------|----------------------------|------------------------------------|
| 19-AUG-92 | DISPLAY EXPENDITURE INFORMATION | | U39 |
| Expenditure Document Number: [REDACTED] | | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Object Class Code: [REDACTED] | P/T: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | | |
| Description: [REDACTED] | | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Nbr: [REDACTED] | TBO: [REDACTED] | DSSN: [REDACTED] Cycle: [REDACTED] |
| Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] | | |
| Initiator: [REDACTED] | | | |
| Expenditure Amount: [REDACTED] | Scheduled Payment Date: [REDACTED] | | |
| Check Number: [REDACTED] | DDU Number: [REDACTED] | Invoice Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 00 | | | |
| Exit: ALT-F10 | | | |

DESCRIPTION is a field which displays expenditure information that is entered with the initial expenditure.

PARTIAL/FINAL FLAG is a 1 character field. Displayed is the partial/final flag that is associated with the expenditure number.

PARTIAL PAY NBR is a 3 digit field. Displayed is the partial pay number that is associated with the expenditure number.

TBO is a 1 character field. A 'Y' is displayed if the expenditure is a TBO and an 'N' is displayed if the expenditure is not a TBO.

DSSN is a 4 character field. DSSN is displayed only if the TBO is set to 'Y'.

CYCLE is a 2 character field. Cycle is displayed only if the TBO is set to 'Y'.

DELIVERY DATE is a 9 character field. Displayed is the delivery date that is associated with the expenditure number.

| U I S | | | |
|---|--------------------------------------|----------------------------|------------------------------------|
| 19-AUG-92 | DISPLAY EXPENDITURE INFORMATION | | U39 |
| Expenditure Document Number: [REDACTED] | | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | | |
| Description: [REDACTED] | | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Nbr: [REDACTED] | TBD: [REDACTED] | DSSM: [REDACTED] Cycle: [REDACTED] |
| Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] | | |
| Initiator: [REDACTED] | | | |
| Expenditure Amount: [REDACTED] | Scheduled Payment Date: [REDACTED] | | |
| Check Number: [REDACTED] | DOV Number: [REDACTED] | Invoice Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: 40 | | | |
| Exit: ALT-F10 | | | |

ACCEPTANCE DATE is a 9 character field. Displayed is the acceptance date that is associated with the expenditure number.

INITIATOR is a 20 character field which displays the name of the employee who entered the initial expenditure.

EXPENDITURE AMOUNT is a 13 digit field including 2 decimal places. Displayed is the expenditure amount that is associated with the expenditure number.

SCHEDULED PAYMENT DATE is a 9 character field. Displayed is the date the expenditure is scheduled for payment.

CHECK NUMBER is a 6 character field. If the expenditure has been disbursed, the check number is displayed.

DOV NUMBER is a 6 character field. If the expenditure has been disbursed, the DOV number is displayed.

| U I S | | | |
|---|--------------------------------------|----------------------------|------------------------------------|
| 19-AUG-92 | DISPLAY EXPENDITURE INFORMATION | | U39 |
| Expenditure Document Number: [REDACTED] | | | |
| Obligation Number: [REDACTED] | Net Unliquidated Balance: [REDACTED] | | |
| ADP Work Code: [REDACTED] | Object Class Code: [REDACTED] | F/T: [REDACTED] | |
| Vendor Code: [REDACTED] | Name: [REDACTED] | | |
| Contract Number: [REDACTED] | Contract Mod Number: [REDACTED] | | |
| Description: [REDACTED] | | | |
| Partial/Final Flag: [REDACTED] | Partial Pay Nbr: [REDACTED] | TBO: [REDACTED] | DSSN: [REDACTED] Cycle: [REDACTED] |
| Delivery Date: [REDACTED] | Acceptance Date: [REDACTED] | | |
| Initiator: [REDACTED] | | | |
| Expenditure Amount: [REDACTED] | Scheduled Payment Date: [REDACTED] | | |
| Check Number: [REDACTED] | DOU Number: [REDACTED] | Invoice Number: [REDACTED] | |
| Char Mode: Replace Page 1 Count: #0 | | | |
| Exit: ALT-F10 | | | |

INVOICE NUMBER is a 15 character field. Displayed is the invoice number that is associated with the expenditure.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to exit the Display Expenditure Information Screen.

10.4 Obligations By Vendor (V40)

This screen displays all obligations for a particular vendor.

| U I S | | | | | |
|-------------------------|-------------------------------|------------------|----------------------|-----------------|-----------------------|
| 09-MAR-92 | DISPLAY OBLIGATIONS BY VENDOR | | | | U40 |
| Vendor Code: [REDACTED] | | Name: [REDACTED] | | | |
| Obligation Nbr. | Commitment Nbr. | Contract Nbr. | Contract Mod Nbr. | Gross Amount | Net Unliq. Balance |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10

VENDOR CODE is a 10 character field. Enter the vendor code and press *Execute Query*. All fields are populated. If the vendor code is invalid or if a record is not retrieved a message is displayed. If the vendor code is unknown press *List Values* and select a vendor code.

NAME is a 40 character field which displays the name associated with the vendor code.

OBLIGATION NBR. is a 9 character field. Displayed are all obligation numbers that are associated with the vendor code. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

COMMITMENT NBR. is a 9 character field. Displayed is the commitment number that is associated with the obligation number.

| U I S | | | | | |
|-------------------------|-------------------------------|------------------|----------------------|-----------------|-----------------------|
| 09-MAR-92 | DISPLAY OBLIGATIONS BY VENDOR | | | | U48 |
| Vendor Code: [REDACTED] | | Name: [REDACTED] | | | |
| Obligation Nbr. | Commitment Nbr. | Contract Nbr. | Contract Mod Nbr. | Gross Amount | Net Unliq. Balance |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

Char Mode: Replace Page 1 Count: 09
Exit: ALT-F10

CONTRACT NBR. is a 16 character field. Displayed is the contract number that is associated with the obligation number.

CONTRACT MOD NBR. is a 3 digit field. Displayed is the contract modification number that is associated with each contract number and obligation number.

GROSS AMOUNT is a 13 digit field including 2 decimal places. Displayed is the total amount for each obligation number.

NET UNLIQ. BALANCE is a 13 digit field including 2 decimal places. Displayed is the remaining balance for each obligation.

NOTES

Press *Clear Form* to clear all fields or press *Exit/Cancel* to exit the Display Obligations By Vendor screen.

This screen displays obligation information for a particular contract number.

ENTER CONTRACT NUMBER is a 16 character field. Enter the contract number and press *Execute Query*. A message is displayed if the contact number is invalid or if no records are retrieved. All fields are displayed. If the contact number is unknown press *List Values* and select a contract number.

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the contract number and contract mod number.

NET UNLIQ. BALANCE is a 13 digit number including 2 decimal places. Displayed is the remaining obligation balance for each obligation.

10.6 Obligations by Requisition ID (V52)

This screen displays obligation information by requisition ID.

09-SEP-92

O I S

OBLIGATIONS BY REQUISITION ID

V52

Requisition ID:

| Requisition Number | Contract Number | Obligation Number | Obligation Date | Net Unlig. Balance |
|--------------------|-----------------|-------------------|-----------------|--------------------|
| | | | | |

Char Mode: Replace Page 1Count: 00Exit: ALT-F10

REQUISITION ID is a 16 character field. Enter a requisition ID or portion of a requisition ID and press *Execute Query*. All fields are populated.

REQUISITION NUMBER is a 16 character field. Displayed are all requisition numbers for the requisition ID(s) entered.

CONTRACT NUMBER is a 15 character field. Displayed is the contract number that is associated with the requisition number.

OBLIGATION NUMBER is a 9 character field. Displayed is the obligation number that is associated with the requisition number.

OBLIGATION DATE is a 9 character field. Displayed is the date the obligation was created.

| U I S | | | | |
|-------------------------------------|-------------------------------|-------------------|-----------------|--------------------|
| 09-SEP-92 | OBLIGATIONS BY REQUISITION ID | | | US2 |
| Requisition ID: [REDACTED] | | | | |
| Requisition Number | Contract Number | Obligation Number | Obligation Date | Net Unliq. Balance |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | | | | |
| Exit: ALT-F10 | | | | |

NET UNLIQ. BAL is a 13 digit field including 2 decimal places. Displayed is the remaining balance for the obligation.

NOTES

Press *Clear Form* to clear all fields or *Exit/Cancel* to leave the Obligations by ADP Work Codes screen.

11. MAINTENANCE

11.1 Maintain Accounting Elements (MAET)

This screen allows the user to create a new accounting element or modify an existing accounting element based on the item code or portion of the item code entered.

| U I S | |
|---------------------------|----------------------------------|
| 09-MAR-92 | ACCOUNT ELEMENT TYPE MAINTENANCE |
| MAET | |
| Enter Item Code | |
| Item Code | Item Description |
| | C M R C O O I |
| | I H |
| Char Mode: Replace Page 1 | |
| Count: 00 | |
| Exit: ALT-F10 | |

ENTER ITEM CODE is a 3 character field. Enter an item code or a portion of an item code and press *Execute Query*. All Fields are populated.

ITEM CODE is a 3 character field. The only time this field can be changed is when you are creating a new item code. Press *Create Record* to create a new item code. Enter in the item code and press *Next Field*. If only editing, press *Next Field* to edit the item description. The system will not allow creation of an item code that already exists. An error message is displayed if this occurs.

| | | | |
|---------------------------|----------------------------------|----------|------------------|
| U I S | | | |
| 09-MAR-92 | ACCOUNT ELEMENT TYPE MAINTENANCE | | MAET |
| Enter Item Code | | | |
| Item Code | Item Description | C | M R C O I I H |
| | | | |
| Char Mode: Replace Page 1 | | Count: 0 | |
| Exit: ALT-F10 | | | |

ITEM DESCRIPTION is a 60 character field. Enter the item description and press *Next Field*.

C is a 1 character field which defines a Civil item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

M is a 1 character field which defines a Military item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

R is a 1 character field which defines a Revolving Fund item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

C is a 1 character field which defines a Contract item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

OI is a 1 character field which defines an Other Income item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

| | | | | | | | |
|-------------------------------------|---------------------|-------|--|----------------------------------|--|-----|---|
| 09-MAR-92 | | U I S | | ACCOUNT ELEMENT TYPE MAINTENANCE | | MAY | |
| Enter Item Code | | | | | | | |
| Item Code | Item Description | | | | | C | M |
| | | | | | | R | C |
| | | | | | | O | O |
| | | | | | | I | I |
| | | | | | | H | H |
| Char Mode: Replace Page 1 Count: *0 | | | | | | | |
| Exit: ALT-F10 | | | | | | | |

O is a 1 character field which defines an Other item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

IH is a 1 character field which defines an In House item code. Enter a (Y)es or leave this field blank. Press *Next Field*.

SAVING THE TRANSACTION

After entering all information press *Save Transaction*.

NOTES

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Account Element Type Maintenance screen.

11.2 Maintain Appropriation (MAPP)

This screen allows the user to create a new appropriation or modify an existing appropriation.

| U I S | |
|---------------------------------|--------------------|
| 09-MAR-92 | MAPP |
| APPROPRIATION TABLE MAINTENANCE | |
| Civil/Military/Revolving Flag | 3 |
| Local Appropriation Number | 96X3112 |
| Appropriation Title | FLOOD CONTROL, MAT |

u Char Mode: Replace Page 1 Count: 1
Exit: ALT-F10

CIVIL/MILITARY/REVOLVING FLAG is a 1 character field. The only time this field can be modified is when you are creating a new appropriation code. Press *Create Record* and enter the correct flag. Press *Next Field*. The only valid entries are (C)ivil and (M)ilitary. An error message is displayed if an invalid entry is entered.

LOCAL APPROPRIATION NUMBER is a 9 character field. The only time this field can be modified is when you are creating a new appropriation code. Enter in the local appropriation number and press *Next Field*.

APPROPRIATION TITLE is a 40 character field. Enter the title of the local appropriation number.

| U I S | |
|---|---------------------------------|
| 09-MAR-92 | APPROPRIATION TABLE MAINTENANCE |
| MAPP | |
| Civil/Military/Revolving Flag | 3 |
| Local Appropriation Number | 96X3112 |
| Appropriation Title | FLOOD CONTROL, MRT |
| u Char Mode: Replace Page 1 Count: 1 Exit: ALT-F10 | |

SAVING THE TRANSACTION

After entering all information press *Save Transaction*.

NOTES

All records are retrieved when first entering the screen. To scroll back and forth between records press *Next Record* and *Previous Record*, or *Up* and *Down*.

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Appropriation Table Maintenance screen.

11.3 Maintain Class of Obligation (MCOO)

This screen allows the user to create a new class of obligation or modify information for an existing class of obligation.

| U I S | | | |
|---|---------------------------------------|-----------|----------------------|
| 09-MAR-92 | CLASS OF OBLIGATION TABLE MAINTENANCE | | MCOO |
| Description | Civil Class | Mil Class | Revolving Fund Class |
| CONTRACT AWARDED TO COMMERCIAL | 02 | 03 | 01 |
| CONTRACT AWARDED TO EDUCATIONAL INSTIT. | 16 | 17 | 15 |
| IPA | 16 | 17 | 15 |
| CONTRACT AWARDED TO NON-PROFIT ORG | 21 | 22 | 20 |
| PURCHASE ORDER | 26 | 27 | 25 |
| TRAINING | 26 | 27 | 25 |
| LEASE | 41 | 42 | 40 |
| REIMB. ORDER - RDT&E | 46 | 47 | 45 |
| REIMB. ORDER - NON-RDT&E | 51 | 52 | 50 |
| GOVERNMENT BILL OF LADING | 61 | 62 | 60 |
| REQUISITION | 71 | 72 | 70 |
| TRANSPORTATION REQUEST | 76 | 77 | 75 |
| TRAVEL | 81 | 82 | 80 |
| REIMB. ORDER -OTHER NON-DOD | 86 | 87 | 85 |

u Char Mode: Replace Page 1 Count: 14
Exit: ALT-F10

DESCRIPTION is a 40 character field. Press *Create Record* to create a new class of obligation. Enter the description and press *Next Field*. If only editing, enter the changed description and press *Next Field*.

CIVIL CLASS is a 2 digit field. Enter the Civil class code and press *Next Field*.

MIL CLASS is a 2 digit field. Enter the Military class code and press *Next Field*.

REVOLVING FUND CLASS is a 2 digit field. Enter the Revolving Fund class and press *Next Field*.

| U I S | | | |
|---|---------------------------------------|-----------|----------------------|
| 09-MAR-92 | CLASS OF OBLIGATION TABLE MAINTENANCE | | MCOO |
| Description | Civil Class | Mil Class | Revolving Fund Class |
| CONTRACT AWARDED TO COMMERCIAL | 02 | 03 | 01 |
| CONTRACT AWARDED TO EDUCATIONAL INSTIT. | 16 | 17 | 15 |
| IPA | 16 | 17 | 15 |
| CONTRACT AWARDED TO NON-PROFIT ORG | 21 | 22 | 20 |
| PURCHASE ORDER | 26 | 27 | 25 |
| TRAINING | 26 | 27 | 25 |
| LEASE | 41 | 42 | 40 |
| REIMB. ORDER - RDT&E | 46 | 47 | 45 |
| REIMB. ORDER - NON-RDT&E | 51 | 52 | 50 |
| GOVERNMENT BILL OF LADING | 61 | 62 | 60 |
| REQUISITION | 71 | 72 | 70 |
| TRANSPORTATION REQUEST | 76 | 77 | 75 |
| TRAVEL | 81 | 82 | 80 |
| REIMB. ORDER -OTHER NON-DOD | 86 | 87 | 85 |

u Char Mode: Replace Page 1 Count: 14
Exit: ALT-F10

SAVING THE TRANSACTION

After entering all information press *Save Transaction*.

NOTES

When entering a new class of obligation or editing an existing class of obligation, the class of obligation must be unique. An error message is displayed if the class of obligation is not unique.

All records are retrieved when first entering the screen. To scroll back and forth between records press *Next Record* and *Previous Record*, or *Scroll Up* and *Scroll Down*. To scroll a set of records press *Next Set of Records*.

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Class of Obligation Table Maintenance screen.

11.4 Maintain Object Class Codes (MOCC)

This screen allows the user to create a new object class code or modify information for an existing object class code.

| U I S | | | | |
|-------------------------|-------------------------------------|-------|-----|----------------|
| 09-MAR-92 | OBJECT CLASS CODE TABLE MAINTENANCE | | | MOCC |
| Enter Object Class Code | | | | |
| Object Class Code | Description | Civil | Mil | Revolving Fund |
| | | | | |

Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10

ENTER OBJECT CLASS CODE is a 4 character field. Enter all or a portion of the object class code and press *Execute Query*. All Fields are populated.

OBJECT CLASS CODE is a 4 character field. The only time this field can be modified is when you are creating a new object class code. Press *Create Record* to create an object class code. Enter the object class code and press *Next Field*. If only editing, press *Next Field* to edit the description.

DESCRIPTION is a 40 character field. Enter the description and press *Next Field*.

CIVIL is a 1 character field. Enter a (Y)es if this is a Civil object class code or leave this field blank. Press *Next Field*.

MIL is a 1 character field. Enter a (Y)es if this is a Military object class code or leave this field blank. Press *Next Field*.

11.5 Maintain Vendor Code/Address (MVEND)

This screen allows the use to create a new vendor, edit an existing vendor or create a new address for a particular vendor.

| U I S | | | |
|-------------------------------------|---|----------|---------------|
| 09-MAR-92 | VENDOR TABLE AND VENDOR ADDRESS TABLE MAINTENANCE | | MVEND |
| Vendor Code: | | Name: | |
| Vendor Type: | | Tax ID: | |
| | | | |
| Address Code: | | Address: | |
| City: | | State: | Zip: Country: |
| Phone: | () - | | |
| | | | |
| Address Code: | | Address: | |
| City: | | State: | Zip: Country: |
| Phone: | () - | | |
| | | | |
| Char Mode: Replace Page 1 Count: 00 | | | |
| Exit: ALT-F10 | | | |

VENDOR CODE is a 10 character field. Enter the vendor code and press *Execute Query* or press *List Values* for a valid list of vendor codes and then press *Execute Query*. Once a vendor code is entered or chosen, all fields are populated. To create a new vendor code press *Create Record*. Enter the vendor code and press *Next Field*.

NAME is a 40 character field. Enter or edit the vendor name and press *Next Field*.

VENDOR TYPE is a 1 character field. The vendor type can be (C)ommercial, (N)on Commercial, or blank. Enter or edit the vendor type and press *Next Field*.

TAX ID is an 11 digit field. Enter or edit the tax id and press *Next Block*.

ADDRESS CODE is a 2 character field. The address code is display only. If creating a new address, the system will generate a sequential number.

| U I S | | | |
|-------------------------------------|---|----------|-------|
| 09-MAR-92 | VENDOR TABLE AND VENDOR ADDRESS TABLE MAINTENANCE | | MUEND |
| Vendor Code: | | Name: | |
| Vendor Type: | | Tax ID: | |
| Address Code: | | Address: | |
| City: | | State: | |
| | | Zip: | |
| | | Country: | |
| Phone: | () - | | |
| Address Code: | | Address: | |
| City: | | State: | |
| | | Zip: | |
| | | Country: | |
| Phone: | () - | | |
| Char Mode: Replace Page 1 Count: 00 | | | |
| Exit: ALT-F10 | | | |

ADDRESS is a 2 line field. Each line is a 40 character field. Enter or edit the address and press *Next Field*.

CITY is a 20 character field. Enter or edit the city and press *Next Field*.

STATE is a 2 character field. Enter or edit the state and press *Next Field*.

ZIP is a 10 character field. Enter or edit the zipcode and press *Next Field*.

COUNTRY is a 2 character field. Enter or edit the country code and press *Next Field*.

PHONE is a 10 digit field. Enter or edit the telephone number. To create another address for the same vendor press *Create Record* and begin entering new address information.

| U I S | | | |
|-------------------------------------|---|----------|-------|
| 09-MAR-92 | VENDOR TABLE AND VENDOR ADDRESS TABLE MAINTENANCE | | WJEND |
| Vendor Code: | | Name: | |
| Vendor Type: | | Tax ID: | |
| Address Code: | | Address: | |
| City: | | State: | |
| | | Zip: | |
| | | Country: | |
| Phone: | () - | | |
| Address Code: | | Address: | |
| City: | | State: | |
| | | Zip: | |
| | | Country: | |
| Phone: | () - | | |
| Char Mode: Replace Page 1 Count: -0 | | | |
| Exit: ALT-F10 | | | |

SAVING THE TRANSACTION

After entering all information press *Save Transaction*.

NOTES

To scroll back and forth between records press *Next Record* and *Previous Record*, or *Scroll Up* and *Scroll Down*. To scroll a set of records press *Next Set of Records*.

Press *Clear Form* to erase all fields or *Exit/Cancel* to leave the Vendor Table and Vendor Address Table Maintenance screen.

12. LOOKUPS

12.1 Object Class Codes Lookup Screen (V12)

This screen displays all available object class codes and their descriptions.

| U I S | | |
|-------------------|---|-----|
| 06-MAR-92 | OBJECT CLASS CODES LOOKUP SCREEN | U12 |
| Object Class Code | Object Class Description | |
| 0110 | PERSONNEL COMPENSATION | |
| 0120 | PERSONNEL BENEFITS | |
| 0130 | BENEFITS FOR FORMER PERSONNEL | |
| 0210 | TRAVEL AND TRANSPORTATION OF PERSONS | |
| 0220 | TRANSPORTATION OF THINGS | |
| 0230 | RENT, COMMUNICATIONS, AND UTILITIES | |
| 0240 | PRINTING AND REPRODUCTION | |
| 0250 | OTHER CONTRACTUAL SERVICES (TRAINING) | |
| 0251 | SERVICES PERFORMED BY OTHER AGENCIES | |
| 0253 | SERVICES RENDERED BY THE REVOLVING FUND | |
| 0260 | SUPPLIES AND MATERIALS | |
| 0310 | EQUIPMENT | |
| 0320 | LANDS AND STRUCTURES | |
| 0330 | INVESTMENTS AND LOANS | |
| 0410 | GRANTS, SUBSIDIES AND CONTRIBUTIONS | |

u Char Mode: Replace Page 1 Count: 15
Exit: ALT-F10

OBJECT CLASS CODE is a 4 character field. Upon entry of the Object Class Codes Lookup screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

OBJECT CLASS DESCRIPTION is a field which describes the object class code.

NOTES

Press *Exit/Cancel* to exit the Object Class Codes Lookup screen. Position the cursor on the object class code that you want to select and press *Save Transaction*.

12.2 Organization Retrieval (V14)

This screen displays all valid organizations for the organization name or portion of the organization name entered.

| U I S | |
|--|-------------------|
| 06-MAR-92 | U14 |
| ORGANIZATION RETRIEVAL | |
| Organization Name | |
| Search Criteria: [REDACTED] | |
| (Press 'RETRIEVE ORGS' without criteria to retrieve all Organizations) | |
| Organization Name | Organization Code |
| [REDACTED] | [REDACTED] |
| Char Mode: Replace Page 1 Count: 00 | |
| Exit: ALT-F10 | |

SEARCH CRITERIA is a field which you enter an organization name or a portion of the organization name and press *Execute Query* to populate all fields. If the organization name is unknown press *Execute Query* to display all organizations.

ORGANIZATION NAME is a field which displays the name associated with the organization code. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

ORGANIZATION CODE is a 2 character field.

NOTES

Press *Exit/Cancel* to exit the Organization Retrieval screen. Position the cursor on the organization that you want to select and press *Save Transaction*.

12.3 Item Code Lookup (V15)

This screen displays all valid item codes based on the item code or portion of the item code entered.

| | | | | | |
|-------------------------------------|-------------|-------|--|-----|--|
| 06-MAR-92 | | U I S | | U15 | |
| ITEM CODE LOOKUP | | | | | |
| Enter Item Code | | | | | |
| Item Code | Description | | | | |
| | | | | | |
| Char Mode: Replace Page 1 Count: 48 | | | | | |
| Exit: ALT-F10 | | | | | |

ENTER ITEM CODE is a field which allows you to enter an item code or a portion of the item code and press *Execute Query* to populate all fields. If the item code is unknown press *Execute Query* to display all item codes.

ITEM CODE is a 3 character field. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

DESCRIPTION is a field which displays an item code description.

NOTES

Press *Exit/Cancel* to exit the Item Code Lookup screen. Position the cursor on the item code that you want to select and press *Save Transaction*.

12.4 Vendor Lookup Screen (V16)

This screen displays all valid vendor codes for the vendor name entered.

| | |
|---------------------------|----------------------|
| U I S | |
| 06-MAR-92 | VENDOR LOOKUP SCREEN |
| U16 | |
| Enter Vendor Name | |
| Vendor Code | Vendor Name |
| | |
| Char Mode: Replace Page 1 | |
| Exit: ALT-F10 | |
| Count: 09 | |

ENTER VENDOR NAME is a 40 character field which allows you to enter an vendor name or a portion of the vendor name and press *Execute Query* to populate all fields.

VENDOR CODE is a 10 character field. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

VENDOR NAME is a 40 character field which displays the name associated with the vendor code.

NOTES

Press *Exit/Cancel* to exit the Vendor Lookup screen. Position the cursor on the vendor code that you want to select and press *Save Transaction*.

13.5 Vendor Address Lookup (V17)

This screen displays all possible addresses for a particular vendor.

| U I S | |
|-------------------------|-----------------------------|
| 06-MAR-92 | VENDOR ADDRESS LOOKUP U17 |
| Vendor Code: 0000000001 | Name: CITICORP- DINERS CLUB |
| Address Code | Address |
| 01 | P.O. BOX 75445 |
| | CHARLOTTE NC 28275 US () - |
| | |
| | |
| | |

Char Mode: Replace Page 1 Count: *1
Exit: ALT-F10

VENDOR CODE is a 10 character field. Enter the vendor code and press *Execute Query*. All fields are populated. If the vendor code is invalid or if a record is not retrieved a message is displayed.

NAME is a 40 character field which displays the name associated with the vendor code.

ADDRESS CODE is a 2 character field. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

ADDRESS is a field which displays address information. Included in this information is the address, city, state, zip, country, area code, and phone number.

12.6 Select Obligation Lookup Screen (V18)

This screen displays all available obligations and allows the user to select a valid obligation.

| U I S | | | | |
|---|---------------------------------|----------------------------|------------------|-----|
| 06-MAR-92 | SELECT OBLIGATION LOOKUP SCREEN | | | V18 |
| Obligation Number | Initial Entry Date | Gross Obligation Amount | Initiator | |
| E25914326 | 19-JUL-91 | 858.00 | WELLS THERESA | |
| E25914330 | 19-JUL-91 | 49.00 | WELLS THERESA | |
| E25914333 | 19-JUL-91 | 166.20 | WELLS THERESA | |
| E25114333 | 19-JUL-91 | 5.00 | WELLS THERESA | |
| E25914335 | 19-JUL-91 | 600.45 | WELLS THERESA | |
| E25914336 | 19-JUL-91 | 165.00 | WELLS THERESA | |
| E25914340 | 19-JUL-91 | 2422.02 | WELLS THERESA | |
| E20918332 | 19-JUL-91 | 124.46 | CRAWFORD FLORA J | |
| E20910139 | 19-JUL-91 | 16.00 | CRAWFORD FLORA J | |
| E77912619 | 18-JUL-91 | 747.00 | JONES LINDA L | |
| E82912619 | 18-JUL-91 | 304.82 | JONES LINDA L | |
| E77912638 | 18-JUL-91 | 784.00 | JONES LINDA L | |
| E82912638 | 18-JUL-91 | 191.15 | JONES LINDA L | |
| E77912658 | 18-JUL-91 | 600.00 | JONES LINDA L | |
| E82912658 | 18-JUL-91 | 1687.37 | JONES LINDA L | |
| ^ u Char Mode: Replace Page 1 Count: 94 | | | | |
| Exit: ALT-F10 | | | | |

OBLIGATION NUMBER is a 9 character field. Upon entry of the Select Obligation Lookup screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

INITIAL ENTRY DATE is a 9 character field. Displayed is the date the initial obligation is created.

GROSS OBLIGATION AMOUNT is a 13 digit field including 2 decimal places. Displayed is the total obligation amount for each obligation.

INITIATOR is a 20 character field which displays the employee name of the person who initially entered the obligation.

| U I S | | | |
|-------------------|---------------------------------|-------------------------|------------------|
| 06-MAR-92 | SELECT OBLIGATION LOOKUP SCREEN | | U18 |
| Obligation Number | Initial Entry Date | Gross Obligation Amount | Initiator |
| E25914326 | 19-JUL-91 | 858.00 | WELLS THERESA |
| E25914330 | 19-JUL-91 | 49.00 | WELLS THERESA |
| E25914333 | 19-JUL-91 | 166.20 | WELLS THERESA |
| E25114333 | 19-JUL-91 | 5.00 | WELLS THERESA |
| E25914335 | 19-JUL-91 | 600.45 | WELLS THERESA |
| E25914336 | 19-JUL-91 | 165.00 | WELLS THERESA |
| E25914340 | 19-JUL-91 | 2422.02 | WELLS THERESA |
| E2091B332 | 19-JUL-91 | 124.46 | CRAWFORD FLORA J |
| E20910139 | 19-JUL-91 | 16.00 | CRAWFORD FLORA J |
| E77912619 | 18-JUL-91 | 747.00 | JONES LINDA L |
| E82912619 | 18-JUL-91 | 304.82 | JONES LINDA L |
| E77912638 | 18-JUL-91 | 784.00 | JONES LINDA L |
| E82912638 | 18-JUL-91 | 191.15 | JONES LINDA L |
| E77912658 | 18-JUL-91 | 600.00 | JONES LINDA L |
| E82912658 | 18-JUL-91 | 1687.37 | JONES LINDA L |

^ u Char Mode: Replace Page 1 Count: 94
 Exit: ALT-F10

NOTES

Press *Exit/Cancel* to exit the Select Obligation Lookup screen. Position the cursor on the obligation number that you want to select and press *Save Transaction*.

12.7 Contract Number Lookup (V19)

This screen displays all available contracts for a particular vendor.

| | | | |
|-------------------------------|------------------------------|-----------|--|
| 20-AUG-92 | | U I S | |
| CONTRACT NUMBER LOOKUP | | U19 | |
| Enter Vendor Code: [REDACTED] | | | |
| Vendor Name: [REDACTED] | | | |
| Contract Number | Contract Modification Number | | |
| [REDACTED] | [REDACTED] | | |
| Char Mode: Replace Page 1 | | Count: 00 | |
| Exit: ALT-F10 | | | |

ENTER VENDOR CODE is a 10 character field. Enter the vendor code or a portion of the vendor code and press *Execute Query*. All fields are populated. If the vendor code is invalid or if a record is not retrieved a message is displayed.

VENDOR NAME is a 40 character field which displays the name associated with the vendor code.

CONTRACT NUMBER is a 16 character field. Displayed are all contract numbers that are associated with the vendor code. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

CONTRACT MODIFICATION NUMBER is a 3 digit field. Displayed is the contract modification number that is associated with each contract number.

| | | | | | |
|-------------------------------------|--|------------------------------|--|-----|--|
| 20-AUG-92 | | U I S | | U19 | |
| CONTRACT NUMBER LOOKUP | | | | | |
| Enter Vendor Code: [REDACTED] | | | | | |
| Vendor Name: [REDACTED] | | | | | |
| Contract Number | | Contract Modification Number | | | |
| [REDACTED] | | [REDACTED] | | | |
| Char Mode: Replace Page 1 Count: 08 | | | | | |
| Exit: ALT-F10 | | | | | |

NOTES

Press *Exit/Cancel* to exit the Contract Number Lookup screen. Position the cursor on the contract number that you want to select and press *Save Transaction*.

12.8 Discount Terms Lookup (V20)

This screen displays all available discount terms codes and allows the user to select a valid discount terms code.

| U I S | | | | |
|-----------|---------|-----------------------|----------|-----|
| 20-AUG-92 | | DISCOUNT TERMS LOOKUP | | U20 |
| Code | Percent | Discount Days | Net Days | |
| AA | 0 | 0 | 5 | |
| AB | 0 | 0 | 10 | |
| AC | 0 | 0 | 15 | |
| AD | 0 | 0 | 20 | |
| AE | 0 | 0 | 30 | |
| AF | 0 | 0 | 31 | |
| AG | 0 | 0 | 45 | |
| BA | .1 | 10 | 30 | |
| BB | .1 | 15 | 30 | |
| BC | .1 | 20 | 30 | |
| BD | .1 | 30 | 30 | |
| CA | .2 | 10 | 30 | |
| CB | .2 | 15 | 30 | |
| CC | .2 | 20 | 30 | |

U Char Mode: Replace Page 1 Count: 14
Exit: ALT-F10

CODE is a 2 character field. Upon entry of the Discount Terms Lookup screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

PERCENT is a field which displays the percentage for the associated discount terms code.

DISCOUNT DAYS is a field which displays the discount days associated with the discount terms code.

NET DAYS is a field which displays the net days associated with the discount terms code. Net Days is the number of days that the net amount is due.

| U I S | | | | |
|-----------|---------|-----------------------|----------|-----|
| 20-AUG-92 | | DISCOUNT TERMS LOOKUP | | U20 |
| Code | Percent | Discount Days | Net Days | |
| AA | 0 | 0 | 5 | |
| AB | 0 | 0 | 10 | |
| AC | 0 | 0 | 15 | |
| AD | 0 | 0 | 20 | |
| AE | 0 | 0 | 30 | |
| AF | 0 | 0 | 31 | |
| AG | 0 | 0 | 45 | |
| BA | .1 | 10 | 30 | |
| BB | .1 | 15 | 30 | |
| BC | .1 | 20 | 30 | |
| BD | .1 | 30 | 30 | |
| CA | .2 | 10 | 30 | |
| CB | .2 | 15 | 30 | |
| CC | .2 | 20 | 30 | |

v Char Mode: Replace Page 1 Count: 14
 Exit: ALT-F10

NOTES

Press *Exit/Cancel* to exit the Discount Terms Lookup screen. Position the cursor on the discount terms code that you want to select and press *Save Transaction*.

12.9 Vendor Expenditure Obligation Lookup (V30)

This screen displays all expenditures and obligations for a particular vendor.

| U I S | | | | |
|---------------------------|--------------------------------------|--------------------|---------------------|--------|
| 06-MAR-92 | VENDOR EXPENDITURE OBLIGATION LOOKUP | | | U30 |
| Vendor Code: | | Name: | | |
| Expenditure Doc Number | Obligation Doc Number | Contract Number | Contract Mod Mbr | Amount |
| | | | | |

Char Mode: Replace Page 1 Count: 00
Exit: ALT-F10

VENDOR CODE is a 10 character field. Enter the vendor code and press *Execute Query*. A message is displayed if the vendor code is invalid or if no records are retrieved. If the vendor code is unknown press *List Values* and select a vendor code.

NAME is a 40 character field which displays the vendor name that is associated with the vendor code.

EXPENDITURE DOC NUMBER is a 9 character field. Displayed are the expenditure document numbers that are associated with the vendor code. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

OBLIGATION DOC NUMBER is a 9 character field. Displayed is the obligation document number that is associated with each expenditure.

| U I S | | | | |
|---------------------------|--------------------------------------|--------------------|---------------------|------------|
| 06-MAR-92 | VENDOR EXPENDITURE OBLIGATION LOOKUP | | | U38 |
| Vendor Code: [REDACTED] | | Name: [REDACTED] | | |
| Expenditure Doc Number | Obligation Doc Number | Contract Number | Contract Mod Nbr | Amount |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] |

Char Mode: Replace Page 1 Count: 48
Exit: ALT-F10

CONTRACT NUMBER is a 16 character field. Displayed is the contract number that is associated with each expenditure.

CONTRACT MOD NBR is a 3 digit field. Displayed is the contract mod number that is associated with each contract number.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the expenditure amount that is associated with each expenditure.

NOTES

Press *Exit/Cancel* to exit the Vendor Expenditure Obligation Lookup screen. Position the cursor on the expenditure document number that you want to select and press *Save Transaction*.

12.10 Travel Expenditure Lookup (V32)

This screen displays all travel expenditures waiting to be processed.

| U I S | | | |
|-------------------------------------|---------------------------|--------------------|-------------------|
| 06-MAR-92 | TRAVEL EXPENDITURE LOOKUP | | U32 |
| Obligation Document | Vendor Code | Expenditure Amount | Available Balance |
| 922960 | 0214507319 | 152.50 | |
| 924265 | 0216019810 | 246.00 | |
| 924265 | 0216019810 | 498.69 | |
| Char Mode: Replace Page 1 Count: *3 | | | |
| Exit: ALT-F10 | | | |

OBLIGATION DOCUMENT is a 9 character field. Displayed is the travel obligation number. Upon entry of the Travel Expenditure Lookup screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

VENDOR CODE is a 10 character field. Displayed is the vendor code associated with the obligation number.

EXPENDITURE AMOUNT is a 13 digit field including 2 decimal places. Displayed is the amount expended against the associated obligation number.

| U I S | | | |
|---------------------|-------------|---------------------------|-------------------|
| 06-MAR-92 | | TRAVEL EXPENDITURE LOOKUP | |
| | | U32 | |
| Obligation Document | Vendor Code | Expenditure Amount | Available Balance |
| 922960 | 0214507319 | 152.50 | |
| 924265 | 0216019810 | 246.00 | |
| 924265 | 0216019810 | 490.69 | |

Char Mode: Replace Page 1 Count: *3

Exit: ALT-F10

AVAILABLE BALANCE is a 13 digit field including 2 decimal places. Displayed is the balance available for each obligation.

NOTES

Press *Exit/Cancel* to exit the Travel Expenditure Lookup screen. Position the cursor on the obligation document that you want to select and press *Save Transaction*.

12.11 Invoice Lookup (V34)

This screen displays all available invoices and allows the user to select a valid invoice number for a particular vendor.

| U I S | | |
|----------------|----------------|--------|
| 06-MAR-92 | INVOICE LOOKUP | U34 |
| Invoice Number | Vendor Code | Amount |
| | | |

Query caused no records to be retrieved.

Char Mode: Replace Page 1 Count: 0

Exit: ALT-F10

INVOICE NUMBER is a 15 character field. Upon entry of the Invoice Lookup screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

VENDOR CODE is a 10 character field. Displayed is the vendor code associated with each invoice number.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the amount of each invoice number.

NOTES

Press *Exit/Cancel* to exit the Invoice Lookup screen. Position the cursor on the invoice number that you want to select and press *Save Transaction*.

12.12 Select Expenditure (V37)

This screen displays all possible expenditures and allows the user to select a valid expenditure document number.

| U I S | |
|--------------------|--------------------|
| 06-MAR-92 | SELECT EXPENDITURE |
| U37 | |
| Expenditure Number | Amount |
| F08851938 | 0.00 |
| F05866274 | 101.00 |
| F05866273 | 101.00 |
| F08864654 | 466.07 |
| F08860535 | 88.60 |
| F10864422 | 20.38 |
| F06879428 | 224.34 |
| F08874200 | 13.00 |
| F08876115 | 3.00 |
| F08874409 | 850.20 |
| F08874411 | 186.78 |
| F08874410 | 806.07 |
| F09876814 | 3476.00 |
| F09870686 | 0.00 |

u Char Mode: Replace Page 1 Count: 14
Exit: ALT-F10

EXPENDITURE NUMBER is a 9 character field. Upon entry of the Select Expenditure screen all fields are populated. Press *Next Record* and *Previous Record* to scroll through each record. Press *Next Set* for next set of records. Press *Page Up* and *Page Down* to scroll through a page of records at a time.

AMOUNT is a 13 digit field including 2 decimal places. Displayed is the total expenditure amount for each expenditure number.

NOTES

Press *Exit/Cancel* to exit the Select Expenditure screen. Position the cursor on the expenditure that you want to select and press *Save Transaction*.

APPENDIX A - VIS ROLES

| <u>ROLE</u> | <u>DESCRIPTION</u> |
|--------------------|---|
| Administration | Responsible for performing specific administrative duties |
| Disbursing | Synonymous with functions of the RMO Disbursing Section |
| Exam | Synonymous with functions of the RMO Exam Section |
| Obligator | Responsible for input of obligations to VIS Data Base |
| Receiver | Authorized to incur expenditures for the government for goods and services received |
| Systems Accounting | Authorized to maintain pertinent VIS Data Base information |
| Viewer | Authorized to view VIS Data Base via standard set of query forms |

APPENDIX B - FUNCTION KEYS

ACTION KEYS:

| | |
|-----------|--|
| F6 | CLEAR FIELD clears the contents of the current field, beginning at the current cursor position. |
| F2 | CLEAR FORM clears all the blocks of the current form, reversing all unsaved updates, inserts and deletes in all blocks of the form. |
| F9 | CREATE RECORD creates a new record. You must fill in the new record and SAVE TRANSACTION , or delete it. |
| BACKSPACE | DELETE BACKWARD deletes the character to the left of the current cursor position. |
| SHIFT-F5 | DELETE RECORD deletes a retrieved record from the screen and the data base. Records are not permanently deleted until you save your changes to the data base. |
| F3 | EXECUTE QUERY clears the current block and retrieves all records from the data base table referenced by the block. |
| F10 | EXIT/CANCEL exits the current form and returns to the system command prompt. Also cancels the LIST VALUES function. |
| INSERT | INSERT/REPLACE switches between Insert character mode and Replace character mode. |
| F4 | LIST VALUES , if available, displays possible values for the current field. Use SELECT to choose a particular value or EXIT/CANCEL to exit without selecting. |
| F7 | MULTIFUNCTION performs special functions, such as <i>Duplicate Obligation</i> . |
| END | SAVE TRANSACTION writes into the data base all changes made since the last SAVE TRANSACTION or CLEAR FORM . |
| END | SELECT selects a particular value from a lookup screen. |

CURSOR MOVEMENT KEYS:

| | |
|-----------------|---|
| CTRL-PAGE DOWN | DOWN moves the cursor to the same field in the next record. If the next record is a new record, DOWN moves the cursor to the first field of the new record. |
| LEFT ARROW | LEFT moves the cursor one character to the left (within the field). |
| PAGE UP | PREVIOUS BLOCK moves the cursor to the previous block in the form. |
| SHIFT-TAB | PREVIOUS FIELD moves the cursor to the previous enterable field in the current record. |
| UP ARROW | PREVIOUS RECORD moves the cursor to the previous record in the current block. |
| PAGE DOWN | NEXT BLOCK moves the cursor to the next block in the form. |
| TAB, ENTER | NEXT FIELD moves the cursor to the next enterable field in the current record. |
| DOWN ARROW | NEXT RECORD moves the cursor to the next record in the current block. |
| RIGHT ARROW | RIGHT moves the cursor one character to the right (within the field). |
| ESC-DOWN ARROW | SCROLL DOWN shifts the current block's window down displaying records that are outside of the window. |
| ESC-LEFT ARROW | SCROLL LEFT shifts the field's display window to the left, displaying field contents that are outside of the window. |
| ESC-UP ARROW | SCROLL UP shifts the current block's window up displaying records that are outside of the window. |
| ESC-RIGHT ARROW | SCROLL RIGHT shifts the field's display window to the right, displaying field contents that are outside of the window. |
| CTRL-PAGE UP | UP moves the cursor to the same field in the previous record. |

DISPLAY KEYS:

SHIFT-F10

DISPLAY ERROR displays error information and/or advanced help information for the field where the last error occurred.

F4

LIST VALUES, if available, displays possible values for the current field. Use **SELECT** to choose a particular value or **EXIT/CANCEL** to exit without selecting.

SHIFT-F8

REDISPLAY PAGE restores the screen image.

F8

SHOW FUNCTION KEYS displays the function key assignments currently in effect.

APPENDIX C - GLOSSARY

ADP Work Code: A fifteen digit alphanumeric code representing an accounting classification (account or job number). It identifies the type of funding, project, or account.

Advance Amount: The cash amount requested by the traveler to cover the expected expenses for the trip.

Allotment: The administrative allocation of the congressionally approved appropriated funds.

Appropriation: An authorization by an Act of Congress to incur obligations for specified purposes and to made disbursements for them from the Treasury of the United States. This includes authorizations to create obligations in advance of appropriations or other funding authority.

Appropriation Title: A brief description of the Appropriation.

Check Number: A unique number assigned to each check being disbursed.

Civil/Military/Revolving Code: A one character code which displays the type of appropriation. C is civil; M is military; and R is revolving fund.

Class of Obligation: The class of obligation serves to provide a method of further classifying contract and reimbursable order expenditures or obligations. The two digit code is a part of the obligation document number.

COEMIS: Corps of Engineers Management Information System

Commitment: A firm and administrative reservation of funds, based on firm procurement, directives, orders, and requisitions which authorize the create of an obligation without further recourse of the official responsible for the availability of funds.

Commitment Number: A number used to identify a specific commitment. The commitment number contains nine characters and the first character is always a 'R'.

Contract: A legally enforceable binding agreement between two or more parties for the supply of certain goods or services.

Contract Amount: The gross amount of the contract.

Contract Modification Number: A sequential number that is entered each time a modification is made to the contract.

Contract Reference Modification Number: The "parent" or first contract modification number for a contract that is within the same scope of work.

Date of Award: The date a contract is awarded.

Delivery Date: The date that goods are to be delivered.

Disbursement: The act of writing a check to a vendor who has delivered goods and or services.

Disbursement Document Number: The document number assigned to the COEMIS transaction to record the liquidation of the expenditure and the disbursement of the cash to the vendor.

Discount Terms: Each contract as negotiated with the contractor can have various terms offered by the government and contractor. Discount terms allow the government to pay less than the billed earnings when they are paid early or within a specified time period. These terms may also be used in the invoice.

District Code: A one character numeric code to designate a Corps of Engineers (COE) facility. The district code for WES is 4.

Document Number: A unique number which is used by VIS to keep up with the various transactions. An 'R' at the beginning of the nine character number signifies a commitment number, an 'E' signifies an obligation, a 'F' signifies an expenditure, and a 'K' signifies a disbursement.

DOV Number: The disbursing officer's voucher number assigned to the batch of transactions being disbursed.

DSSN Number: Disbursing station number assigned to the Department of Treasury.

Earnings Period Start Date: The date the contractor's earnings start.

Earnings Period Stop Date: The ending date the contractor's invoice is requesting payment through.

Employee Name: Name of WES employee.

Employee Userid: A twelve character userid that is associated to the employee name.

Entry Date: The date a transaction is entered into the system.

Expenditure Document Number: A unique 9 character number used to identify a transaction record made by the receipt of goods or services.

FOB Date: The date the goods are placed or delivered to the FOB destination.

Initial Entry ID: The userid of the person responsible for creating a transaction in VIS.

Invoice: Various forms which are unique to each vendor. It serves as an official document from the vendor furnishing all information about the vendor and article or service delivered.

Invoice Number: A vendor assigned number to designate an invoice from a particular vendor.

Item Code: A three digit numeric code used to identify a specific item or expense, or type of cost charged to an account in COEMIS. Same as the COEMIS accounting element.

Item Description: A brief description of the item code.

Local Appropriation Number: A nine character code which identifies the appropriation from which the work is funded.

Net Unliquidated Balance: This is the remaining balance left in the obligation after expenditures.

Obligation: A legal liability of the Government established as a result of an order placed, contract awarded, services received, a similar transaction during the given period requiring disbursements; and which, under the specified conditions of the transaction, will result in a valid charge against the appropriation or the fund involved. Liquidates commitment, obligates funds.

Obligation Number: A unique number that is assigned to the obligation transaction when it is created. The obligation number contains nine characters and the first is always an 'E'.

Object Class Code: A four digit numeric code which represents object classification. It is a method to provide for the classification of obligations or expenditures representing the different types of services, goods, or other items being procured or consumed.

Organization Code: A two digit alphanumeric code assigned to a particular organizational element of a Corps facility.

Organization Name: Name of the organization that is associated with the organization code.

Partial/Final Flag: A flag which denotes whether the payment is partial or final. It is marked 'F' for final or 'P' for partial.

Partial Pay Number: A RMO number assigned to the consecutive payment of a contract that has progressive or periodic earnings. Each earnings period or earnings request will be assigned a partial payment number for their control of the sequence of the disbursements.

Prompt Payment Flag: A flag which denotes whether or not the invoice is subject to prompt payment. A 'Y' represents yes and an 'N' represents no.

Receipt Date: The receipt date is the date the goods are received.

Receiving Report: Used to certify that the articles and services ordered were received. It will, along with an invoice and bureau voucher, create an expenditure, liquidate an obligation, and establish an accounts payable to the vendor.

Recurring Expenditure: Expenditure that is paid at fixed intervals for the same amount of money.

Retained Percent: The percentage of a contractor's earnings, agreed upon during contract negotiation, that will be withheld until final delivery.

Retained Percent Document Number: Document number assigned to the retained earnings withheld and not yet disbursed to the contractor.

Role: The functional role the system allows users to play and thus determines the appropriate screens the user may access.

Scheduled Payment Date: The date the expenditure is scheduled to be paid.

Tax ID: Federal tax id number that is assigned to a corporation or company. It is used to report earnings to the IRS.

TBO Flag: A flag that tells the disbursing system that the expenditure is a "transaction by others" and creates a unique accounting entry for the recording of the disbursement made by another government office for WES.

Transaction: The single act of processing a set of data.

Transaction Date: The date the transaction is entered in the system.

Transfer Date: The date the transaction is sent to COEMIS.

Vendor Address Code: A number uniquely identifying a particular address for a vendor.

Vendor Code: A ten digit code that represents the WES identifier for a specific vendor and it is unique to the vendor.

Vendor Name: The vendor name that is associated with the vendor code.

Vendor Type: Denotes whether the vendor is commercial or noncommercial. 'C' represents commercial and 'N' represents noncommercial.

APPENDIX D - STANDARD OPERATING PROCEDURES

The Standard Operating Procedures (SOP) contains daily procedures, nightly procedures, and other necessary operations for VIS. This SOP is applicable to the Systems/Control Section of the Finance and Accounting Branch, RMO.

Daily Procedures

Check Writing Process:

1. First thing each morning the PRE1166 reports are run.
 - a. Logon system with appropriate userid and password
 - b. At the system prompt, enter **SQLPLUS userid/password**
 - c. At the SQL prompt, enter **START PRE1166**
 - d. You are prompted to enter the date (i.e. 01-MAR-92)
 - e. After finished running, the system exits out of SQLPLUS
 - f. Log back into SQLPLUS and enter **START PRE1166TRV** like above
 - g. Two reports (**PRE1166.LST**, **PRE1166TRV.LST**) are produced
 - h. Give a hardcopy to the proper personnel in the Examination Section for review
2. After the Examination Section has analyzed the reports and confirmed that everything is correct, the script to create the scheduled payment file is run.
 - a. Logon system with appropriate userid and password
 - b. At the system prompt, enter **SQLPLUS userid/password**
 - c. At the SQL prompt, enter **START V27**
 - d. You are prompted to enter the date (i.e. 01-MAR-92)
 - e. After finished running, the system exits out of SQLPLUS
 - f. An output file (**SCHEDULED PAY**) is produced
 - g. Be sure to call Disbursing to inform them the file is ready to be downloaded to the PC

3. After checks are written in Disbursing, two files (**DISB_LST**, **PA_TRANS**) are uploaded to VIS. Once uploaded, the files are copied and loaded into the VIS data base.
 - a. Logon system with appropriate userid and password
 - b. At the system prompt, enter **CP DISB_LST V28A.DAT**
 - c. Enter **CP PA_TRANS V28B.DAT**
 - d. Next, enter **SQLLOAD userid/password CONTROL=V28A LOG=V28A**
(You may want to edit V28A_log to see if everything loaded)
 - e. Next, enter **SQLLOAD userid/password CONTROL=V28B LOG=V28B**
4. A script file (**FIXPAYCOLL**) is run after loading data into the data base. This script file fixes the pay collect code for PA transactions. It must be edited everyday to change the acceptance date to the current date.
 - a. Edit **FIXPAYCOLL.SQL** using the system editor and change the date.
 - b. Enter **SQLPLUS userid/password**
 - c. At the SQL prompt, enter **START FIXPAYCOLL**
 - d. After finished running, the system exits out of SQLPLUS

Nightly Procedures:

Travel Process:

1. Personnel from the Examination Section that are responsible for travel will call when there is travel to be run. The travel file is copied to **IATS.DAT** and loaded into the VIS data base.
 - a. Using **FTP**, transfer travel file to **IATS.DAT**
 - b. Logon system with the appropriate userid and password
 - c. At the system prompt, enter **SQLLOAD userid/password CONTROL=V22 LOG=V22**
2. The vendor code that is loaded is only 9 digits long, so a script file is run to update the travel expenditure table to add a 0 to the beginning of the vendor code.
 - a. At the system prompt, enter **SQLPLUS userid/password**
 - b. At the SQL prompt, enter **START UPVEND**
 - c. After finished running, the system exits out of SQLPLUS

3. An additional check is run to see if the IATS file has multiple obligations for the same travel order number.

- a. At the system prompt, enter **SQLPLUS userid/password**
- b. At the SQL prompt, enter **START CHTRV**
- c. This file will display on the screen. It should be scanned to check for any records that have more than one obligation for the same travel order number. If any are found they should be set to rejected in the travel expenditure table. You probably should print the screen.
- d. To set the records to rejected enter the following:
SQLPLUS userid/password
UPDATE TRAVEL_EXP
SET ACPT_FLAG = 'R'
WHERE ACPT_FLAG = 'I'
AND OBLG_DOC_NBR = '920466'; (the travel order number that has multiple obligations found on it)
COMMIT;
EXIT

4. To process travel:

- a. At the system prompt, enter **BATCH < TRAVEL.BAT**
- b. This batch program runs reports and processes travel to be paid. When running at night, the program schedules the travel to be paid on the next business day.

Paid Master Report:

1. At the system prompt, enter **BATCH < PAID_MASTER.BAT**
2. This batch program runs the paid master file report and prints the report.

Other Procedures:

COEMIS Pullback Procedure:

1. Logon system with appropriate userid and password
2. At the system prompt, enter **SQLPLUS userid/password**
3. At the SQL prompt, enter **START COEMIS**
4. You are prompted to enter the trns_month (i.e. 03 - March)
5. You are prompted to enter the trf_date (i.e. 01-MAR-92)
6. After finished running, the system exits out of SQLPLUS
7. An output file (**CMR4480**) is created to be used for the COEMIS update

Military D-TO-F File Procedure:

1. Using **FTP**, transfer appropriate file to **D_TO_F.DAT**
2. Logon system with appropriate userid and password
3. At the system prompt, enter **SQLLOAD userid/password CONTROL=VISDF LOG=VISDF**
4. A new D-TO-F file is pulled everytime a COEMIS pullback is made

Civil/Revolving Fund File Procedure:

1. Using **FTP**, transfer appropriate file to **CIVRF.DAT**
2. Logon system with appropriate userid and password
3. At the system prompt, enter **SQLLOAD userid/password CONTROL=VISCIV LOG=VISCIV**
4. A new Civil/RF file is pulled everytime a COEMIS pullback is made

Citicorp Travel:

1. Logon system with appropriate userid and password
2. At the system prompt, copy travel file into **AUTO.DAT**
3. Next, enter **SQLLOAD userid/password CONTROL=V44 LOG=V44**
4. Enter **BATCH < CC.BAT**

Partial Pay Report:

1. Logon system with appropriate userid and password
2. At the system prompt, enter **BATCH < PARTPAY.BAT**
3. This batch program runs the partial pay report and also prints the report.

TBO Report:

1. Logon system with appropriate userid and password
2. At the system prompt, enter **SQLPLUS userid/password**
3. At the SQL prompt, enter **START TBO**
4. You are prompted to enter start date (i.e. 01-MAR-92)
5. You are prompted to enter end date (i.e. 31-MAR-92)
6. **EXIT** out of **SQLPLUS**

VIS Export:

- a. Logon system with appropriate userid and password
- b. Edit **EXP.BAT** using the system editor
- c. Change the date to tomorrow's date
- d. Next, edit **EXPFILE** using the system editor
- e. Change the date within the filename
- f. Enter **BATCH < EXP.BAT**
- g. An export file is created containing the VIS data base

Deobligate Process:

- a. Logon system with appropriate userid and password
- b. At the system prompt, enter **SQLPLUS userid/password**
- c. At the SQL prompt, enter **START DEOBLIGATE**
- d. After finished running, enter **START DEOBLG**
- e. Two reports (**DEOBLIGATE.LST**, **DEOBLG.LST**) are created and printed
- f. Give reports to the Accounting Sections for review
- g. After review, make necessary changes using the editor
- h. After finished editing, enter **BATCH < DEOBLG.BAT**
- i. A report is generated listing the documents deleted and the money amounts

APPENDIX E - CHECK WRITING SYSTEM

The Check Writing System is responsible for the disbursement of Civil/Revolving Fund and Military checks for VIS. This system is applicable to the Disbursing Section only. The procedures for writing checks are loaded on the Disbursing PC in the Disbursing Section. This is a means for control and security within the Disbursing Section. The Chief of the Disbursing Section is responsible for implementing, controlling, and supervising the procedures outlined. Personnel in the Disbursing Section are responsible for disbursing checks from the certified Civil/Revolving Fund and Military pay documents, and controlling disbursement voucher numbers.

To write WES commercial and travel checks, the Systems/Control Section must call the Disbursing Section to inform them that checks are ready to be written for the day. The following procedures are performed:

1. Logon system with appropriate userid/password
2. Download the file of scheduled payments to **SCHD_PAY.TXT** on the PC using the VistaCom file transfer process.
3. From the PC, type **CD\CHECK\WES** to move to the appropriate WES subdirectory.
4. Look at the downloaded file to make sure the date is current by typing
TYPE SCHD_PAY.TXT
If the date is not current, stop and advise the Systems/Control Section
If the date is current, type **CD..**
5. Load Civil checks on the printer first with the top of the checks coming a fraction below the top of the ribbon.
6. Type **CHECK** to begin the actual check writing process.
7. You are prompted to enter which system to write checks for. Choose **1** for WES. The current date is displayed. If the date is correct hit **ESC**, else change the date to the correct date.
8. You are prompted to enter the next DOV number and check number. Enter the next Civil DOV number and next Civil check number. Next, enter the Military 200 DOV series for commercial payments and the next 400 DOV series for travel payments, and then the next Military check number. The system sums the multiple transactions for each vendor and writes one check when a vendor has more than one expenditure scheduled for payment.

9. Checks are now ready to print. Hold lever back on printer so checks will not jam. You are prompted to enter **GO** when ready. When Civil commercial and travel checks are completed remove and load the Military checks. You are prompted to enter **GO** when ready.
10. After checks are finished printing, labels are ready to print. Load the label paper and enter **PRINT** when prompted.
11. After labels are finished printing, load computer paper to print 1166's.
12. Output from this whole process includes the 1166's which is a listing of checks by appropriation, with subtotals; the pen fed checks ready to be signed by the mechanical check signer; and all necessary transactions to feed COEMIS are generated by the system and uploaded to VIS for update to COEMIS.
13. The two output files (**DISB_LST**, **PA_TRANS**) are then uploaded to VIS using the VistaCom file transfer process.
14. Call the Systems/Control Section to advise them that the check writing process is completed. Distribute copies of the 1166 reports to the Chief of the Examination Section for certification and to personnel in the Examination and Accounting Sections.
15. Resident on the Disbursing PC are transaction files keeping a complete history of the disbursing activity by DOV number, check number, appropriation, exam auditor name, schedule payment date, amount, voucher number, and the vendor name and address.

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